

## ITASS Data Security Guidance

### Yearly Checklist for Head Teachers / Senior Information Risk Officer

At least once a year the following items should be checked to make sure that data security is maintained within your school.

Review the permissions of users to SIMS and FMS	<input type="checkbox"/>
Check that new staff and pupils have received the schools privacy notices	<input type="checkbox"/>
Check that the school's ICO registration is current	<input type="checkbox"/>
Review changes made to the data extracted from SIMS	<input type="checkbox"/>
Review staff with USO accounts for your school and associated permissions	<input type="checkbox"/>
Review your schools URL Filtering Policy	<input type="checkbox"/>