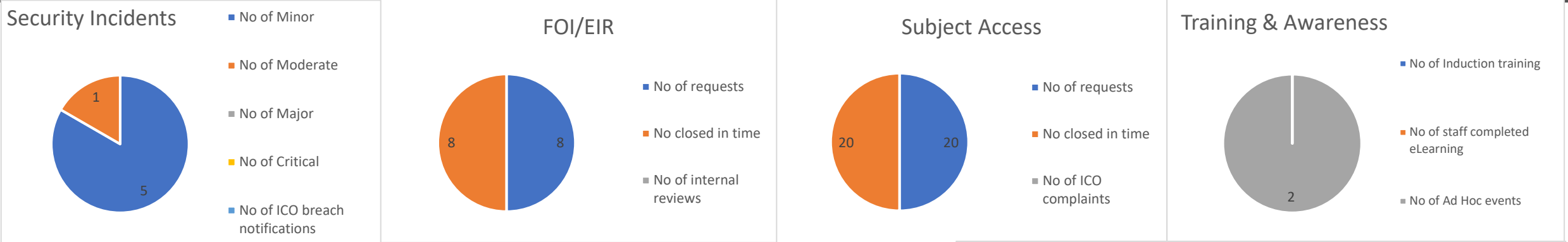


IGS - Information Governance Audit

1. Summary Findings

Organisation:	Overall Opinion	Good Assurance	Previous outcome	Good Assurance	Direction of Travel	Static Compliance	
Chelmsford County High School for Girls	Audit Sponsor	Melissa Mulgrew	Previous audit date	22/06/2020	Date of this Audit	06/05/2021	
	Audit Conducted By:		Orla O'Shea				
Summary Findings		Audit Areas Overview:			Colour Key		
Well done on maintaining your good assurance outcome this year. Please review your admissions form and consider what personal data you need to collect, also ensuring that you obtain image consent in three sections as best practice. As a priority, please complete your records of processing activity (Data location, DPIAs) as this is a legal requirement and must be available on demand to the regulator. The exercise is very useful in driving a deeper understanding of what, how and why you are processing personal data, which in turn will help demonstrate compliance. Please also ensure that all the required policies and the security measures document are published on your website. Consider implementing an email retention period to ensure that you comply with your retention policy. Well done on your hard work to date.		Roles	Policy	Reporting		Critical priority issues identified	
		Records	Risk & Security	Training		Major priority issues identified	
						Moderate priority issues identified	
						No / Minor Issues identified	
		RoPA	Sharing	Suppliers		Not assessed as part of this audit by request or not applicable	
		Transparency	Marketing	Surveillance	Supplied email is a personal address - send gov report to school.		



DPO Comment:

Congratulations on maintaining your level of compliance since your last audit. This is to be commended especially after such a challenging year. Please review your audit report for any recommendations which need to be implemented to improve your compliance. It is also vital that your school has identified all processing and processors (system providers) outside the UK. DPIAs are required for overseas transfers and hosting to describe the safeguards in place and identify risks. If in doubt, please seek advice and support from us.

Cyber-attacks continue to increase exponentially. Please ensure that your security controls are documented, reviewed and where necessary improved to prevent or reduce the likelihood of a successful cyber-attack on the school. Please also ensure your staff understand how to recognise, defend against, and report cyber incidents within the school.

Please do contact us at IGS@essex.gov.uk or by calling 0333 032 2970 for support whenever you need it. In addition, please look out for our IGS newsletters which provide advice, guidance, and best practice from IGS and other schools.

