

# Merrydale Infant School



## User Access Control Policy

Chair's signature...Mrs Elizabeth Surtees

Head's signature.....Mark Tipple-Johnson

Date.....21<sup>st</sup> March 2023

Review date.....March 2025

**Identification Measures:**

Each data processor will be granted an individual Identification account upon any access to the Data Controllers system/s. As a general rule, we the Data Controller will not deliver any generic access to any critical systems or systems containing personal data. Should this type of access **NEED** to be granted, we as the Data Controller will make a record of this and will record and monitor access for the duration of the individual event.

This policy will allow us to ensure that we can identify the access and accountability of each data processor.

**Authentication Policy:**

All data processors will adhere to the Data Controllers data protection and privacy policy including keeping all passwords secure. Data Processors will report any breaches to the relevant DPO.

**Super User Policy:**

The Data Controller will keep all Super Users and Administrator access to a minimum. Where these accounts need to be granted the Data Controller will review the access during the Review of Access timetable meetings. These reviews will be completed by the relevant Access Authority Representatives.

**Access Authority Representatives:**

The Data Controller will keep all Access Authority Representatives to a minimum. These representatives need to be agreed by the Head Teacher and the DPO of the Data Controller.

**3<sup>RD</sup> Party Access**

Should any 3<sup>rd</sup> party Data Processor need access to any of the Data Controllers systems the Access Authority Representative will be required to only give access needed to complete the contractible requirements. This access will be reviewed as relevant during the Review of Access timetable meetings.