

Information Security Policy Statement

Weston College Prison Education Framework (PEF) recognises that the protection of the personal information of its learners, staff and interested parties is vital to the success of the College and the future of our business.

The Weston College PEF SLT has therefore introduced an Information Security Management System (ISMS). The ISMS will identify what needs to be protected and details the methods and processes which will be used to mitigate the risks of Information disclosure.

To ensure the smooth implementation and continual improvement of the ISMS and ISO27001 accreditation a PEF Information Security Steering Group (ISSG – PEF) has been formed.

The following objectives will be monitored via the Information Security Objectives Log and achieved in the first year of implementation of the ISMS:

Objectives

- Create an organisational culture of information security aware staff and practice to reduce the risks of information security breaches
- Ensure confidentiality, integrity and availability of PEF information
 - Confidentiality – Information is only accessible to authorised people
 - Integrity – Information is recorded accurately and kept up to date
 - Availability – Through business continuity planning information remains accessible
- Use the electronic agenda to improve information security
 - Reduce paper-based document storage
 - All workstations to be clear of paper
- Ensure all Weston College PEF suppliers and partners share our commitment to information security
- Increase business opportunities through the promotion of the College's information security best practices.

Targets

- Establish an Information Security Management System (ISMS) which meets ISO27001 accreditation before the end of December 2020.
- All staff to be aware of Weston Colleges PEF ISMS and their responsibilities to information security, training for all new employees to be completed within the first month of employment for Weston College PEF.
- Establish an effective audit and management review system to ensure continual improvement of the Weston College PEF ISMS. Audits to be completed in each establishment no less than annually.
- All staff workstations to be clear of paper, secure storage for all stored documentation by end November 2020

- All areas of PEF to have reduced paper storage by a minimum of 25% before the end of Curriculum Year 2021
- Promote Weston College PEF ISO 27001 accreditation to strengthen the Weston College Group brand
- Record an accurate benchmark of information security incidents to provide a matrix for continual improvement. All security breaches to be reviewed and where applicable changes to policies and/or training completed.

The Scope

The scope of this statement will include the management of information security in the following areas, PEF Office South West, PEF Office South East, Lot 1 – Avon and South Dorset, Lot 4 – Devon and North Dorset and Lot 8 – Kent Surrey and Sussex.

The scope of this statement excludes any staff or locations outside of these operational areas.

The scope of this statement excludes learners.

Weston College PEF is committed to information security and will remain within all legislation, guidelines and contractual agreements.

This statement of intent will be displayed in the reception area at all sites in its scope. This statement of intent is available to partners and interested parties on request.



Dr Paul Phillips CBE
Principal and Chief Executive
Weston College Group
9 November 2020