THE HUTCHINS SCHOOL

Cyber Security Policy

Relevant legislation	Australian Communications and Media Authority (ACMA) Spam Act 2003 (Cth) Electronic Transactions Act 1999 (Cth) Personal Information Protection Act 2004 (Tas) Privacy Act 1988 (Cth) Telecommunications (Interception and Access) Act 1979 (Cth)
Commencement date	01 March 2024
Last review date	01 March 2024

1. Purpose

The purpose of this policy is to outline the Hutchins School's commitment to providing a secure Information Security Management System (ISMS). The ISMS is designed to mitigate risk and protect sensitive and personal information in accordance with the Privacy Act.

The key components of the School's ISMS are:

the Cyber Security Framework;

the

- The Cyber Security Policy (this policy);
- Cyber Security Management Systems;
- Complementary policies and procedures:
    - Email Policy
    - Privacy Policy
    - Social Media Policy
    - Records Management Policy
    - Working from Home Guidelines – supported by:
        - Working from Home Checklist
        - Working from Home Request Form
- Supporting agreements:
    - Co-operating Schools Data Sharing Agreements:
        - St Michael's Collegiate
        - The Fahan School
    - Student ICT Agreements:
        - Junior ICT Agreement
        - Senior ICT Agreement

Cyber Security Management Systems

The School has in place a number of systems that are designed to limit and regulate external access and monitor potential threats across networked resources. These systems work together to produce a level of security that is assessed through a series of tests and regular audits.

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- report any data breaches or concerns in respect to data security to the Chief Operating Officer as soon as practicable; and
- take steps to ensure that their higher level of access to School data is not shared or left vulnerable on their devices.

Reporting cyber security breaches

Under the Privacy Act 1988 (Cth), the School must report to the Australian Information Commissioner breaches of private data that is likely to cause serious harm unless remediation occurs. Staff, volunteers and contractors are required to report any potential or confirmed data breaches as soon as possible to the Chief Operating Officer.

6. Supporting/related documents

Internal documentation

Policies and procedures:

- Email Policy
- Privacy Policy
- Social Media Policy
- Rec