

Online Free School Meals

Data Security

Information Sheet

The **SDA** Online Free School Meals (OFSM) system, when hosted on our servers, will provide the highest level of data security and will comply with all appropriate regulations and codes of practice¹. The **SDA** system will, of course, comply fully with the Department for Education (DfE) Eligibility Checking Service (ECS) connection requirements². It is not the intention of this document to give detailed accounts of the provisions of the ECS connection requirements, or their attainment, but the following is a brief outline of some major issues.

Software for Data Analysis Limited

SDA have extensive experience in providing and managing systems involving the transferring and handling of large quantities of personal data, for example, the DfE's National Pupil Database (NPD) and Key to Success (KtS) service. In addition to working on many projects and services for the DfE, **SDA** works for many other central government, local government and non-departmental public body organisations.

When entrusting data to **SDA** you can be assured that all appropriate measures are taken to protect these data. **SDA** are confident that the level of security offered is superior to any that an individual local authority would normally provide.

SDA Personnel

Only trained **SDA** staff with experience of handling personal data will be permitted to access the OFSM system. All **SDA** staff are cleared to *Baseline Personnel Security Standard*³ and will have Enhanced Disclosure and Barring Service (DBS)⁴ clearance. **SDA** expect any Local Authority (LA) user of the

¹ For local authorities choosing to host the system on one of their own servers the responsibility for many aspects of compliance will, quite naturally, fall to them.

² Currently detailed in *ECS Connection Requirements v1-5 (Rel 2e).xls* – a copy of which SDA and the local authority will need to complete.

³ <http://www.cabinetoffice.gov.uk/sites/default/files/resources/baseline-personnel-security-standard.pdf>

⁴ Formerly Criminal Record Bureau (CRB).

OFSM system to be at least cleared to the *Baseline Personnel Security Standard*.

Physical Security

SDA servers are located in one of TelecityGroup's data centres in London⁵.

TelecityGroup is the leading operator of network-independent data centres in Europe and all of their data centres are certified to the ISO 27001:2005⁶ (Information Security Management) standard and have Payment Card Industry Data Security Standard (PCI DSS) accreditation. Physical access to the data centre is controlled by biometrics and access card and the centre is fully staffed for 24 hours every day of the year.

Visits may be organised for those wishing to view the premises, equipment and security arrangements⁷.

Intrusion Detection, Monitoring and Access Control

Intrusion detection mechanisms (both within the OFSM domain and between the OFSM domain and connected networks) are in place to identify potential attacks. The OFSM service has mechanisms in place to detect suspicious activity and to identify suspected multiple applications.

Information Security events are reported through appropriate management channels as quickly as possible. Management responsibilities between **SDA** and the LA will be established to ensure quick, effective and orderly response to Information Security incidents.

The OFSM service incorporates reliable user authentication, including measures concerning password strength, renewal and re-use.

Audit logs recording the activities of all users, exceptions and information security events will be produced to assist in future investigations and access control monitoring.

⁵ See <http://www.telecitygroup.com/colocation-data-centre-london-uk.htm>.

⁶ Annex A contains a suite of 133 information security controls that are derived from and aligned with ISO/IEC 27002. ISO/IEC 27002 itself is an advisory standard only and cannot be accredited or certified.

⁷ For those who have already entered into a contract with SDA, there will be no charge for accessing the premises but any incidental expenses, e.g. travel, food and accommodation, will be payable by the visitor. For those wishing a pre-contract visit a payment of a small administrative charge will be made for accessing the premises and all incidental expenses, e.g. travel, food and accommodation, will be payable by the visitor.