



Moreton C of E Primary School

Access Control Framework

Updated September 2024

Access Control Framework

At Moreton C of E Primary School, we ensure that access to electronic and physical records is granted based upon whether there is a legitimate requirement for the post holder to access that data within the scope of their role.

The following Access Control Framework has been agreed:

Postholder	Management Information System e.g. Sims	Financial Accounting System e.g. FMS	Network Drives			Physical Staff Records	Physical Student Records	
			Admin Drive	Curriculum Drive	S: Drive			
Headteacher	Full Access	No Access	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full Access	Full Access	
Deputy Head	Full Access	No Access	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full Access	Full Access	
IT Manager	Administrator Access	Administrator Access	Administrator Access	Administrator Access	Administrator Access	No access	No access	
Bursar	Full Access	Full Access	Full Access	View, Edit, Share & Delete	View, Edit, Share & Delete	Full Access	Full Access	

Administration Staff	Role Specified Access	Role Specified Access	Full Access	View, Edit, Share & Delete	View, Edit, Share & Delete	No Access	Role Specified Access	
Classroom Teacher	Student Records	No access	No access	View, Edit, Share & Delete	View, Edit, Share & Delete	No access	Full Access	
Classroom Support Staff	Limited Access	No Access	No Access	View, Edit, Share & Delete	Role Specified Access	No Access	Role Specified Access	
Midday Assistant	No access	No access	No access	No access	No access	No access	No access	

Review of Access Control Framework

Changes to this Access Control framework must be made in consultation with the Headteacher.

This framework will be reviewed at least annually, or sooner if there is a change to the responsibilities of a postholder.

Review date:	Reviewed by:	Approved by:	Approval Date:
24/09/2024	Emily Mainwaring- Finance Manager	Nikki Batt - Headteacher	
	Sign:	Sign:	

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