



Key Do's and Don'ts for all staff (including supply staff)

Our school takes our data protection obligations very seriously. All members of our staff have a key part to play in the safeguarding of personal data and the prevention of data breaches.

Some key do's and don'ts when handling personal data are laid out below.

Do's

- Always check the identity of anyone asking for personal information relating to a child, parent/guardian/external agency, or staff member. Check with our school Data Protection Lead if you are in any uncertainty as to whether information can be shared.
- Ensure you are familiar with our **School Data Protection Policy** and act in accordance with it at all times.
- **Take steps to safeguard data:** personal and sensitive data should be kept under lock and key if in hard copy format, and subject to access controls in electronic format.
- Ensure your passwords are of a suitable strength and change them if you think someone may have become aware of what your password is.
- Ensure hard copy data is disposed of correctly, using secure shredding techniques.
- Always lock your computer when leaving your classroom or workstation unattended, even if only for a few minutes.
- Ensure your laptop is encrypted: if any doubt ask our I.T. bsf.itsupport@agilisys.co.uk Always dispose of any confidential waste in the designated Confidential Waste Bins ready for Shred Pro to collect.
- Always adhere to the school's Destruction of Confidential Waste Procedure.

Don't

- Share personal information with anyone who is not entitled to see it.
- Share your personal passwords and log-in details to systems with any other member of staff or pupils.
- Send personal or sensitive information in unsecure emails. Use secure systems such as advised by the school or password protect documents.
- Use unencrypted devices to transport personal data, this is not allowed at Holly Lodge without prior consent.
- Be afraid to ask questions if you are unsure about anything.

Further Information

Our School Data Protection Lead is Mrs Dawn Broadbent School Business Manager

In conjunction with Our Data Protection Officer (DPO), contactable via gdpr@sipseducation.co.uk