

Keep personal data safe



Personal data: any information relating to an **identifiable living person**, e.g name, contact details, financial information, ID numbers.

Sensitive personal data: information that reveals someone's ethnic origin, political opinions, religion, sexuality, or health. In our school, it also means whether a child is looked-after, has SEN, or is eligible for free

DO:



Use strong passwords – at least 8 characters, with upper and lower-case letters and special characters



Keep personal data in a locked filing cabinet or secure folder electronically



Regularly 'cleanse' the information you hold, and dispose of anything you no longer need



Collect printed personal data from the printer immediately



Send and save scanned files to a secure folder that only authorised people can access



Turn off the 'autofill' function on your emails, to reduce the risk of emailing the wrong person



Double-check that you're sending information to the correct person, who has the right to view it



Password-protect email attachments that contain personal data



Use "bcc" when you're emailing a group of people who don't have email addresses for everyone else in the group, e.g. parents or volunteers

DON'T:



Write passwords down anywhere



Leave personal data unattended:

- On your desk
- On an unattended computer screen
- On top of the printer
- Anywhere else someone might see it when they aren't supposed to

If in doubt, talk to our data protection officer: Mrs June Sedgwick (School Contact)

Report to them **immediately** if you think personal data has been lost, stolen or wrongly disclosed, so that we can quickly take steps to mitigate the impact. Also speak to them if you have any concerns at all about keeping personal data safe.