



WHAT YOU NEED TO KNOW

Any information which can identify an individual must be protected. Here are some things you must be aware of:

- Any paperwork which contains personal data must be destroyed securely
- You are not allowed to take any paperwork holding personal data of students offsite without the permission of the Headteacher
- Personal data must not be left unattended where others can view it
- Personal data displayed electronically must be hidden and locked when left unattended
- No personal information can be shared with non-school staff without the permission of the Headteacher
- If you believe personal data has been accessed or shared with someone it shouldn't, or it has been lost, you must inform the school office immediately
- At least once a year you must go through the paperwork you hold and determine if it is still needed, and where it is not you must securely destroy it
- If someone asks you for access to personal data you must direct them to the school office
- You should not discuss students with parents or others without the consent of the Headteacher
- If you find personal data, for example when emptying bins, you must hand it in to the school office as soon as possible
- If you are unable to hand over personal data to the school office because it is shut, you must take appropriate steps to secure the data until you can hand it over
- You must not share personal information about students or staff over the telephone unless authorised to do so
- You should ensure you are not overheard when discussing students or staff

If you are unclear on any of these points or have other queries, please speak to the school office or Headteacher.