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 school meals

DO:

- ✓ Use strong passwords – at least 7 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: _____

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.