

Looking after our school's data



▶ **GDPR – the new law**

The General Data Protection Regulation is law from 25 May 2018. It puts new requirements on organisations to handle personal data better. It also gives people new rights about data we need to respect.

▶ **What is personal data?**

Personal data is any information – such as name, telephone number – about any living person. This can be on paper, on a computer or even just talked about.

Some personal data – for example about health, finance, ethnicity – is more sensitive. You can think about this as being things you would be uncomfortable about others who were not close to you knowing.

The GDPR requires that we keep both kinds of data private, that we use it only in the ways that are allowed by law or with consent of the person.



► What do I need to do?

Guard it!

Make sure you don't let others see it or lose it. Don't leave documents where others could see them or steal them. Don't discuss personal data with anyone who does not have a right to know.

Dispose of it!

Paper containing personal data must be put in locked confidential waste bins or cross-cut shredded once finished with.

Protect their rights!

If someone asks you to give them their or their child's data, for data to be corrected or deleted, or says they are withdrawing consent to processing, these are legal requirements we must fulfil. Make sure you pass these requests to line management to deal with.

Report it!

If something goes wrong and data is accidentally lost or exposed don't panic! Please tell your line manager at once, and if they are not available find another senior staff member to inform. You won't be disciplined for an accidental data breach as long as it's reported. Your manager will deal with ensuring that the right people are informed.

► How do I get more information?

A full training course on GDPR is available if you require it. For advice on GDPR, please speak in the first instance to your line management. We have a Data Protection team who can give advice that your line manager can contact if needed; we aim to respond to all enquiries within 2 working days.