



APPENDIX B

ELECTRONIC DATA PROCEDURE

Under GDPR we have a responsibility to ensure that personal data:

- is kept secure;
- is accurate;
- can be destroyed on request;
- can be transferred on request;
- can be viewed on request.

To allow us to comply with GDPR the following procedures are in place and should be adhered to:

- There will be a master folder for each pupil, all documents which contain any personal information about a student should be held in this folder or a subfolder within this folder.
- Personal information should never be transferred to a memory stick or any other type of removable storage unless absolutely necessary, any media used must be password protected.
- Personal data should never be sent to or shared with anyone outside the Learn to Live Federation unless this sharing is permitted within the relevant privacy notice. If you aren't sure, don't send.
- Any school IT equipment that you have access to should only be used for work related activity and must be protected by a suitable password. These devices should be kept physically secure when not in use.
- The use of personal equipment to access pupil or staff personal information (including that which may be contained in emails) is discouraged. If however it is felt that this is necessary the following must be adhered to:
 - The device must be password protected.
 - The device must be set to lock after no more than two minutes inactivity.
 - The device should not be shared with other people – even within a family.
 - In the event of a device which may contain personal data being lost or otherwise compromised, this loss should be reported to the DPO immediately.
- When a student is no longer in your class or you are no longer dealing with their data to provide other advice (manual handling, behaviour support, SALT etc), you should carry out a sweep of your personal folders to ensure that you have not inadvertently created any files containing their information. Any files found should be moved (not copied) to the relevant master folder.
- If you believe that you may have lost a device containing personal information or think that you may have shared information inappropriately, this should be immediately reported to the DPO (Dave O'Loughlin).

**REMEMBER - PERSONAL DATA SHOULD BE TREATED AS PERSONAL PROPERTY.
TREAT THE DATA WE HOLD IN THE SAME WAY YOU WOULD LIKE OTHER PEOPLE
TO TREAT YOUR OWN INFORMATION.**

APPENDIX B TO BE READ IN CONJUNCTION WITH THE DATA PROTECTION POLICY