the ict service
simple solutions for schools

Top 10 **GDPR** Tips

Helping you work towards compliance

1	**Don't leave it until the last minute! The deadline is Friday 25 May 2018** You should now be making progress and keeping clear evidence on the processes and procedures that you are updating towards becoming **GDPR Compliant**.
2	**Take a common sense approach** If you've adhered to the Data Protection Act (DPA) 1998, you should now be introducing sensible and carefully considered changes to improve the quality of your data management and security for all your children, staff and parents.
3	**Communicate** Keep your parents and staff informed of the changes via the publication of Privacy Notices as soon as possible. Share notifications on your website, letter footers, email etc. to help get the message across about how you are complying.
4	**Spread the workload** We are all responsible for keeping personal information safe. Be clear, on your Information Asset Register, about who is responsible for each area of data management and data security. Keep this up to date and keep personnel informed.
5	**Ensure your Data Processors are GDPR Compliant** Ensure all organisations that are responsible for processing your electronic and physical data has an appropriate agreement or privacy notice in place. These confirmations should be stored within your Information Asset Register.
6	**Open your eyes** 'Personal' data is everywhere in your school. Ensure that it is being treated with the respect and security it requires. Data that can be 'seen' needs to be considered. Now is a good time to carry out a 'Visual Audit' - look at everything from your signing in/out method to items you put up on walls. Nothing should be inappropriately displayed.
7	**Hardware issues** Are you using unencrypted memory sticks, laptops or tablets? Review what and where personal data is being stored electronically and whether or not it is appropriate. Consider updating your current operating system and processes.
8	**Data on the move** If you have a need to take any data from the school environment, especially personal or sensitive, consider how you are transporting it and where you will store it. Also, review what type of data you might be sending home in book bags.
9	**Take time** Consider planning your working day to allow you to focus on specific tasks. Take a moment to check your work to help to avoid mistakes that could lead to a data breach. Accidentally sending an email to the wrong recipient can be easily done; but if it contains sensitive information you will have to report the incident, which means a lot of work, very bad publicity and possibly a fine.
10	**Secure storage and disposal of data** Don't leave confidential information insecure. This includes unattended paperwork laying on your printers, copiers or in a bag and leaving your computer unlocked! Use ⊞ **+L** keys to quickly lock your computer when you leave it for any period of time. Dispose of obsolete hardware and paperwork through a recommended service.

For more information contact us: **support@theictservice.org.uk**