GDPR: THINK PRIVACY

KINGSMOOR ACADEMY

What's personal?

All these are viewed as personal data under GDPR:
- ✓ Name or initials
- ✓ Gender
- ✓ Nationality
- ✓ Date of birth/age
- ✓ ID number or username

And these are some of the things viewed as *'special category'*
- ✓ Racial/ethnic origin
- ✓ Politics/religion
- ✓ Health (physical/mental)
- ✓ Sexual orientation

Using email:

- ✓ If you forward an email or email chain always, check whether it contains any personal data.
- ✓ Does the recipient need to see this data? If not, remove or anonymise the personal data, or send a new email.
- ✓ Always check you've got the right contact/s before you press send! (Sending personal data to the wrong recipient is seen as a data breach under the GDPR)

Printed Documents:

- ✓ Only print what is absolutely necessary
- ✓ If you do print, make sure any document containing personal data is stamped with a *Restricted* stamp
- ✓ Make sure it's kept secure and locked whenever it's not being used.
- ✓ Finally, when you no longer need it, make sure you shred it!

Electronic Documents:

- ✓ If you are using an electronic document containing personal data, make sure it's password-protected.
- ✓ Also, make sure it is filed securely in a location with appropriate password protection.
- ✓ Finally, if you no longer need the document, delete it!

Computers and Data Storage:

- ✓ Make sure your PC or laptop is password protected according to our policies.
- ✓ Avoid using USB storage devices to store or transfer data. Instead, store and transfer files securely using OneDrive.
- ✓ Carry laptops in a secure, lockable bag.
- ✓ Work emails should not be accessed on mobile phones.

Reporting a data breach:

- ✓ If you think personal data has been compromised you need to report it immediately.
- ✓ You must contact **Natasha Winter**, the Kingsmoor Academy Data Protection Officer:

Email:
admin@kingsmooracademy.attrust.org.uk
Tel: 01279 306136
- ✓ ATT Data Protection Officer, **Claire Pritchard**
- ✓ If you don't report it, there can be very serious consequences for you and for Kingsmoor Academy.

IMPORTANT

IF YOU ARE UNSURE WHAT TO DO, CONTACT YOUR PRINCIPAL AND DPO.

OUR DPO IS:

Natasha Winter

OUR PRIVACY POLICY IS AVAILABLE AT:

www.kingsmooracademy.attrust.org.uk

On the Kingsmoor Team SharePoint

GDPR: DO'S AND DON'T'S

Do's ✔

- ☑ Shred personal data if in paper form
- ☑ Arrange certified confidential waste disposal for large amounts of personal data
- ☑ Keep your usernames and passwords secure.
- ☑ Dispose of personal data promptly
- ☑ Report any data breaches immediately
- ☑ Undertake regular training on GDPR.
- ☑ Be vigilant with emails and attachments.
- ☑ Familiarise yourself with your Kingsmoor Academy's documentation and policies.
- ☑ Log out when not using a digital service.
- ☑ Only use personal data if you need to and for as long as need it.
- ☑ Audit the data you are using on a day to day basis within the scope of GDPR.
- ☑ Verify an individual before handing over personal data.

Don'ts ✖

- ☒ Leave any personal information lying around
- ☒ Give your username or password to anyone.
- ☒ Dispose of personal data in regular bins or recycling if it has not been shredded or destroyed.
- ☒ Open emails or attachments from unknown sources.
- ☒ Duplicate personal data unnecessarily e.g. printing it out.
- ☒ Download business data onto personal devices unless authorised.
- ☒ Leave your computer logged in if you can access personal data from it.
- ☒ Store your passwords in browsers.
- ☒ Log on to public Wi-Fi or unsecured networks whilst working with personal data.
- ☒ Provide access to personal data unless it is necessary and lawful.

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