St Mary's C of E Primary School
GDPR – Clear Desk Guidance – Spring 2021

Introduction

The School aims to implement and maintain data protection measures to ensure that personal data is secured away appropriately to assist in the reduction of risk of unauthorised access, loss and damage to information. This guidance checklist is designed to give staff assistance on how to secure personal information (both paper and electronic). This policy / guidance applies to all staff including temporary and agency staff.

Good practice

Staff must abide by the following practice points when handling personal data.

Leaving a room

Whenever a room is unoccupied for an extended period of time you should do the following:-

- Remove all sensitive and confidential paperwork from plain sight and lock it in a drawer or filing cabinet. This includes mass storage devices such as USB drives and hard drives, or laptops and iPads.
- Draws should be locked and keys for accessing drawers or filing cabinets should not be left unattended at or near a desk.

Confidential waste

- All waste paper which contains sensitive or confidential information must be disposed of either by using the school's onsite shredders or placed in the designated confidential waste sacks (available from the School Business Manager).
- Under no circumstances should this information be placed in regular waste paper bins.

Computer Screens

- IPads and laptops must be locked away at the end of the day.
- Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the work day (ctrl windows).
- Computer / laptop screens to be locked when left unattended.

Displays

- Passwords should not be left in open areas which are visible to others.
- Sensitive or confidential personal data displayed in class rooms should not be left visible or displayed to unauthorised persons.
- Personal data (including but not limited to seating plans and student lists) shall be stored in folders or in secure places.

Taking data offsite

- You are responsible for security of the data in your possession and when transporting it off site you must always take steps to keep it secure.
- Do not store confidential data on memory sticks or USB devices, all confidential data worked on off-site must be done so by using the schools secure remote access facility.

Printing

- Any print jobs containing personal information should be printed using papercut and retrieved immediately.

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COMPLIANCE

IF YOU HAVE MISPLACED ANY INFORMATION, THEN YOU MUST LET KATIE CREEDON, SCHOOL BUSINESS MANAGER, KNOW AS QUICKLY AS POSSIBLE.

THESE GUIDELINES WILL BE MONITORED FOR COMPLIANCE BY KATIE CREEDON, SCHOOL BUSINESS MANAGER AND MAY INCLUDE RANDOM OR SCHEDULED INSPECTIONS AND WALKTHROUGHS.

Guidelines written by:	Katie Creedon (School Business Manager)
Next review due:	Spring 2022