

# GDPR A SIMPLE DOs & DON'Ts CHEATSHEET

## **DO** Remember that the GDPR DOES NOT stop you from reporting a safeguarding concern

- » YOU MUST report to the relevant people where you are concerned about a child, you DO NOT need consent!

## **Only collect information you need**

- » Ask yourself if you really need that data
- » If you have data that's not required, consider deleting it

## **Keep personal data anonymous if possible**

- » Example: If you are emailing a colleague about fitting in with a pupils religious beliefs or a medical condition, avoid nameing the child if you do not need to

## **Think before you put information up on the wall**

- » If it is an essential part of teaching or helps keep people safe thats fine. Only display the information you need to
- » If your display is promotional, make sure there is consent before or just don't display it

## **Take care if you have to take personal information off site**

- » Sign documents in and out
- » Keep documents in a secure folder where possible
- » Do not leave documents in your car etc.

## **Practice good IT security**

- » Never share your password
- » Protect documents that contain personal information
- » Always double check the email recipients
- » Consider using BCC for group emails

## **DON'T**

### **Leave personal information on your desk**

- » Keep your desk clear so others cannot accidentally see personal information.
- » Keep personal information on Post-It notes
- » Leave your computer without locking it or logging out

### **Take sensitive personal information off site**

- » If the information is confidential, sensitive or risky, consider leaving it on site where there are security measures and processes in place
- » If the information must leave site, it must be authorised, secured and signed out and back in again

### **Use memory sticks or removeable media devices**

- » Memory sticks and removeable media are a major security risk and must not be used, use USO MyCloud
- » This rule also applies to visitors, contact IT Support for assistance if a visitor needs to use a device

### **RISK IT, BURY IT or HIDE IT!**

- » If you are unsure, something does not seem right, or you think there may have been a data breach, do not risk it, contact one of the Data Controllers or the groups Data Protection Officer for assistance (details below). It is an offence to try to disguise or conceal a breach!

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