

Protecting Personal Data

- 1 All personal data should be kept in the relevant files.
- 2 No personal data should be left on view for students / staff to see.
- 3 Addresses and telephone numbers of students / parents should not be given to other students / parents without their permission.
- 4 Addresses and telephone numbers of teachers should not be given out to students / parents without that staff member's permission.
- 5 Addresses / telephone numbers of Governors should not be given out under any circumstances. If a parent wishes to speak to a Governor, take the telephone number and speak to the Head before contacting the relevant Governor.
- 6 Filing cabinets should be locked each evening as the last person leaves the office.
- 7 The office should be locked at the end of each day, over the weekend and during school holidays.
- 8 The only people with a key to the office are The Head, the Head's Personal Assistant, the School Secretary and the Caretaker. Students are not allowed in the office unless a member of staff is present.
- 9 All computer files should be backed up each Friday afternoon and onto CD and stored in the school safe.
- 10 Backup files should also be made onto floppy disk in case of hard disk failure.