



**Important information regarding Data Protection – please pass to
your Business Manager**

Good housekeeping as part of Data Protection requirements



**Some ideas and a FREE download to help you to keep on top of Data
Protection**

Even though we the South West are doing well there doesn't seem to be an end in sight to Covid restrictions.

However Data Protection requirements are very current too – you will see in the press the ICO is tolerant but still **pressing hard** where it feels it needs to.

That means all schools, colleges and nurseries need to make sure they stay **on top** of what's needed.

Of course this is so, even though under **pressure** to deliver schooling & care whilst working within Covid guidelines.

Regrettably we can't come to you right now but we **continue** to think of ways we can help.

As part of this One Wests **Lynsey Wilson** was asked to give it some thought and come up with some guidance we can share relating to good housekeeping.

Lynsey will be a familiar face to many of our customers in schools – she is one of our highly experienced Data Protection Managers with 13 years handling both school and local government work.

She has identified some thoughts that are **straightforward** but could make a huge difference for you in achieving good practice.

AND many are just checks you can do **yourself** by walking about in your setting and simply looking.

So what has she come up with and what do we think you need to do?

Firstly just take a little while to get your approach right.

#1 Treat the checks you need to do as risk assessments. That means; know what you are looking for via a checklist, then appraise the situation and write down if improvement is needed.

#2 Follow up. Try and repeat your checks every half term. Get someone to do it who can get familiar, with practice, with what to look for. That will give consistency.

#3 Recognise context. A degree of judgement needs to be applied as it would for instance also be in Health & safety checks. An unlocked filing cabinet in a locked room isn't the same as if it were left unlocked in a more open place.

#4 Focus attention. Some issues to look out for are school wide but front desks and offices are key areas where a data breach is more likely. Of course we must not forget classrooms too.

Secondly when you do your checks look for the right things. For instance:

- Are unattended computer screens locked?
- Have you avoided screens facing windows?
- Are confidential waste bins secured? (i.e. lockable post box style?)
- Do you store confidential waste (awaiting collection)? If so, is this in a secure place, and logged (i.e. how many bags are awaiting collection)?
- Are printers / photocopiers free of left prints?
- Is there paperwork (and that includes small notes) left out on desks?
- Are photos of pupils with full names on display?
- Is there the potential for excessive information on display at the front desk?
- Is sensitive information being left in pigeon holes?
- In classrooms are class lists secured?
- What about sensitive phone calls – are they always made out of earshot?
- In the kitchen is allergy information left out?
- What about archives – are they secured?

There is more to consider of course so we have produced a **free** to download Data Protection **Check sheet** which could help.

For **service subscribers** this is available in our **Members Area**:

<https://onewest.co.uk/my-account/members-area/>

For a limited time for non subscribers you can drop us an email and we will send it to you – no charge – just email One_west@bathnes.gov.uk

You may want to talk to us **more** about our services. If so you can contact us via:

One_west@bathnes.gov.uk or **01225 395959**.

Also you can visit our main web site: www.onewest.co.uk . We have lots of useful resources available.

We are happy to help and look forward to talking with you.

The One West team



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