**Data Protection Check Sheet**

Good data protection practices should be ingrained into the ethos of the school. We recommend this check sheet be completed at least once every half term, to ensure best practice guidance is being followed, and any potential risks are highlighted.

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| **Issues to look out for** | **Observations** | **Follow-up actions** |
| **School-wide** | | |
| Paperwork, including small notes, left out on desks |  |  |
| Unattended computer screens left unlocked |  |  |
| Photos of pupils, together with full names and / or school year on display |  |  |
| Full or over-flowing paper / confidential waste bins |  |  |
| Screens facing windows |  |  |
| Prints left at printers / photocopiers |  |  |
| **Front desk / office** | | |
| Excessive information on display within the visitor book |  |  |
| Pupil late sign-in book completed by pupils or parents (and includes reasons for lateness) |  |  |
| Contact lists with personal phone numbers next to phones |  |  |
| Sensitive or confidential information left in pigeonholes |  |  |
| Sensitive phone calls being made in earshot |  |  |
| Photos/names of people who aren't allowed to pick up pupils on display in the reception areas |  |  |
| Confidential waste awaiting collection / shredding unsecured |  |  |
| Medical alert information unsecured or available to view by those who don’t have the need to know (e.g. contractors, visitors etc) |  |  |
| **Classrooms** | | |
| Birthday ‘trees’ with excessive information (ie full names and birthdate) |  |  |
| Class lists and class files (which include sensitive information eg SEN) left unsecured |  |  |
| **Miscellaneous** | | |
| Any personal information on display in areas that are privately hired out |  |  |
| Allergy information viewable by those without the need to know (eg pupils, hirers) |  |  |
| First aid book / forms left unsecured |  |  |
| SENCO office and / or contents left unsecured |  |  |
| Network server cabinet left unlocked (and / or key left in lock) |  |  |
| Archive stores unsecured |  |  |

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| **Name of person completing this form** |  | **Date** |  |

If you have any specific queries or concerns relating to data protection, please contact the school’s Data Protection Officer [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk)