

# STAFF NEWSLETTER

## GDPR—Edition 1



The first GDPR Newsletter is designed to lead on from GDPR conversations that have taken place at staff meetings and to raise awareness among staff of their responsibilities under the new regulations.

## Introduction

GDPR (General Data Protection Regulation) came into force on **25th May 2018** and replaces the Data Protection Act 1998. Significant changes include:

- Greater emphasis on demonstrating compliance.
- Stronger and additional rights for individuals.
- Mandatory data breach reporting in certain cases.
- More severe consequences for getting it wrong.



## In This Edition:

- ⇒ Introduction to GDPR
- ⇒ The Principles
- ⇒ Personal Information
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- ⇒ Telephone Communication
- ⇒ Electronic Communication
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## The Principles

**GDPR requires that personal data should be:**

- Processed lawfully and fairly and in a transparent manner
- Collected only for specified, explicit and legitimate purposes
- Adequate, relevant and not excessive
- Accurate and where necessary kept up to date
- Not kept for longer than is necessary for the purposes for which it was obtained
- Protected from accidental loss, destruction or damage
- Destroyed in a secure and timely manner according to our policies

## What is Personal Information?



Personal data only includes information relating to natural persons who can be identified or who are identifiable, directly from the information in question; or who can be indirectly identified from that information in combination with other information.

## Written Information

All staff are responsible for the secure management of the personal information we use and all staff must:

- Protect all personal information
- Keep printing of personal data to an absolute minimum
- Store information in a secure and organised manner
- Protect information from the view of others
- Remove information from the desk at the end of the day and secure in a drawer
- Keep keys to filing cabinets in a safe place
- Do not display personal telephone or mobile numbers on post it notes or walls
- Avoid communal displays of grades and feedback

## Telephone Communication

- Be alert for bogus or unauthorised callers when taking phone calls
- Only discuss student issues with the nominated contact person or persons recorded on SIMS
- Check the identity of the caller (for example, ask for date of birth of the student)
- Avoid discussing or disclosing any information about other students/colleagues during telephone conversations, unless you have written consent to do so
- Advise the called in advance if you are recording a telephone conversation for any legitimate reason
- Advise the caller who is in the room if the telephone call is in conference or speaker mode
- Refer any police, solicitor or legal enquiries to a member of SLT to establish the legal basis for any information disclosure
- Refer any safeguarding enquiries to the Designated Safeguarding Lead



## Electronic Communication

- Only send personal data by secure means. E-mails within your own school are secure, external e-mail addresses are vulnerable. At the moment, e-mails between the MAT schools are classed as external
- Treat e-mails to external e-mail addresses as open postcards which can be seen or intercepted by others
- Check the recipient's names on e-mails carefully before sending to avoid errors
- Be conscious of who you copy into e-mails, remember that their e-mail addresses can be seen by all recipients
- Maintain e-mail communication in a format which is retrievable if required
- Delete emails which are no longer required for School purposes

### Best Practice Tips

- Ensure your desk is clear at the end of the day
- Keep your computer screen locked when not in use
- Ensure your IT passwords are kept secure
- When using projectors, ensure no personal data is on the screen
- Ensure confidential waste is disposed of appropriately
- Declutter – where there is no legal requirement to hold personal data, it should be deleted.



### Care with Verbal Communication

Staff should avoid:

- Talking about one student in front of another
- Disclosing information about staff/student personal circumstances or conversations.

## Staff Awareness/Training

ALL STAFF NEED TO UNDERSTAND HOW TO PROTECT THE DATA THEY HOLD!

Please click on the link below to watch a Department for Education video which will give you more information.

<https://www.youtube.com/watch?v=y09IHxv6u6M>

Contact Claire Collins (MAT Officer) if you have any questions relating to GDPR (ccollins@falmouthmat.org.uk)

**Look out for Edition 2 which will give lots of useful information on Consent and how to avoid a Data Breach!**