

GDPR 2018

Golden rules of handling personal data



- Don't share your passwords.
- Lock away your papers when you are away from your desk.
- Lock your computer/laptop/tablet whenever you leave it (CTRL, ALT, Delete).



- Be aware when sharing personal data – ask is it necessary, what, why, how.
- Don't work with personal data on personal devices that are not encrypted.
- Use Woodlands Park system to access your emails and documents.
- Use 'egress switch' when sharing data externally via email. The woodlandspark.devon.sch.uk email account is secure for sharing data between work colleagues within Woodlands Park but as soon as you change the address to a recipient elsewhere it is not secure.



- Incidents happen! Tell us when things are lost, stolen or shared by mistake.
- Using the reporting procedure means we can help you take the right action.



- Do not keep personal data longer than you need it – follow the school's retention guidance (available from the school office).
- Dispose of personal data with care – shred it or take it to the office for the confidential shredding bags.