

# Data Processing Policy

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**For the use of this document data is defined as Personal Identifiable Information (PII) or confidential information.**

**I agree to;**

1. Never disclose or share any data to anyone who should not have access.
2. Never openly discuss data in an environment where it may be possible that a third party could overhear.
3. Destroy/delete any data that I have no lawful reason for holding.
4. Shred any paper documents that I no longer require that contains data.
5. Never willingly access data that I have no right to access.
6. Never willingly alter data without permission.
7. Never save data on a laptop/desktop and will always save data in the agreed locations on the network within the school.
8. Lock my computer when I leave my workstation.
9. Log out of all systems when not in use.
10. Never send data in an email unless it is secure.
11. Report any concerns around data to either the school leadership or the data protection officer for the school.
12. Report any personal data breaches in accordance with the school's data breach policy.
13. Never leave data on my desk while not in attendance (clear desk policy)
14. Never share passwords.
15. Never log into a system using another person's log in.
16. Never print data unless necessary.
17. Adhere to the laws governing The General Data Protection Regulation (GDPR).

Failure to comply with the above, could lead to a data breach investigation in accordance with the school's data breach policy, which has been given to you with this document.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

Policy approved by Governors: April 2023

Date of next review by Governors: March 2024