



WHAT YOU NEED TO KNOW TO PROTECT PERSONAL DATA WHILST VOLUNTEERING AT OUR SCHOOL

Personal data is any data which on its own, or when combined with other information, could identify an individual. Some personal data is considered more sensitive, for example data about health, religion, ethnicity, sexuality, political opinions, trade union membership, biometric or genetic.

Any information which can identify an individual **must** be protected. Here are some things you must be aware of:

- You are not allowed to take any paperwork holding personal data of students offsite without the permission of the Headteacher
- Any paperwork which contains personal data which is no longer required must be destroyed securely
- Personal data must not be left unattended where others can view it
- Do not share any personal information you may see or hear with non-school staff without the permission of the Headteacher
- If you believe personal data has been accessed or shared with someone it shouldn't, or it has been lost, you must inform the school office immediately
- If someone asks you for access to personal data you must direct them to the school office
- You should not discuss students with parents or others without the consent of the Headteacher
- If you find personal data you must hand it in to the school office as soon as possible
- You must not share personal information about students or staff over the telephone unless authorised to do so
- You should ensure you are not overheard when discussing students or staff

If you are unclear on any of these points or have other queries, please speak to the school office or Headteacher.