



General Data Protection Regulation

*Essential
information that
you need to know ...*

ISSUE 1 - 02-2018

Welcome to the first of a regular series of bulletins for Brooke Weston Trust staff about the new General Data Protection Regulation (GDPR) which is coming into force on

May 25 2018

If you would like more information please contact IT Director Matt Robbins on 01536 397000 or email mrobbins@brookeweston.org

Backing up desktop computers

The storage of files on desktop computers alone presents a serious risk of data loss and is non-compliant with the regulation. Changes will be made to make sure that files in all schools are stored on network file shares which are secure and regularly backed up ■

Updating and securing your passwords

GDPR places a great deal of emphasis on basic IT security. A reasonably long unpredictable password that is changed regularly is a good first defence. The Brooke Weston Trust is adopting the following policy for staff passwords:

- Passwords must have a minimum of 8 characters.
- They must include at least one upper case character.
- They must include at least one lower case character.
- They must include at least one number.
- You will be required to change your password every 90 days

Ensuring safer scanning

To prevent accidental disclosure of paper records all Trust photocopiers will have their 'scan-to-email' function restricted to a minimal, specific list of internal email addresses ■

What is GDPR?

GDPR is the successor to the UK Data Protection Act and it governs our responsibilities as an organisation and as employees, to look after the personal data of students, parents and staff.

Examples of personal data are names, addresses, telephone numbers, bank account numbers as well as less obvious things like SEN status or assessment and examination results.

The new legislation is stricter and, as it covers every aspect of how we handle personal data in both electronic and paper formats, it will lead to changes in our day-to-day working practice as we all need to make sure we are compliant with these regulations.

This regular bulletin will give you information about the issues we need to address before 25 May.

How does it affect me?

The Brooke Weston Trust will be implementing changes to how we work and how we ask our colleagues to work. These changes will come into force in the coming months and will affect ALL colleagues. These regular bulletins will explain what is changing and how it may impact on YOUR day-to-day work, whatever your role. ■

Keeping unshredded documents secure

All documents awaiting shredding must be locked securely away and not left in plain sight. This includes documents placed in bags or boxes ready to be shredded. Until the point it is actually shredded we must treat it as confidential information! ■

Effective information management

We will be adopting the *Information and Records Management Society Toolkit for Schools* as our standard for handling the management and retention of paper and electronic records.

This is applicable to administrative staff and it relates to the way schools handle and dispose of all paper and electronic data. It also governs how long we can store information for.

The *Information and Records Management Society Toolkit* will be circulated to senior administrative staff at each school. Key guidance for record retention begins on page 35 ■

AMBITION
FOR ALL



HIGH
EXPECTATIONS



EXCELLENT
TEACHING
& SUPPORT



WORKING
TOGETHER



CONTRIBUTE
TO SOCIETY