



ISSUE 2 - 03-2018

Welcome to the second of a fortnightly series of bulletins about the new General Data Protection Regulation (GDPR). Copies of all bulletins in this series along with other useful information to help you will be added to our website at [About Us/ News/ Staff Newsletters/GDPR](#).

Staff computers are for staff!

Staff laptops and PCs are able to access many systems that contain personal data within our schools. It is inappropriate and an immediate breach of data protection law to allow a student to use your computer ■

Leaving it? Lock it!

Never leave your laptop or PC logged in and unattended. Always lock the machine or logout even if you are only going to be away from the computer for a few minutes. This applies whether you are in a classroom or a private office. ■

Transfer of Personal Data by email

Personal data sent to the wrong email address is an immediate breach of data protection law. Transfer of personal data by email should only be used as a **last resort** and **only** if the personal data being sent is in an attachment protected by a password. The password for the document must be shared separately (never in the same email) preferably via another means of communication i.e. text message. Personal data should never be included in the main body of an email.

This link shows how to protect Word, Excel and PowerPoint files:
<https://support.office.com/en-us/article/add-or-remove-protection-in-your-document-workbook-or-presentation-05084cc3-300d-4c1a-8416-38d3e37d6826>

If you are in any doubt, please contact your IT teams for advice ■

For more information on any of these issues please contact IT Director Matt Robbins on 01536 397000 or email mrobbins@brookeweston.org

What is GDPR?

General Data Protection Regulation is the successor to the UK Data Protection Act and 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 name, address, telephone number, bank account number and less obvious things like SEN status and assessment and examination results.

The new regulation is stricter and, as it covers every aspect of how we handle personal data in both electronic and paper form, it will entail changes in your day-to-day working practice.

This bulletin will inform you all of these changes and any actions you need to take.

Consent management and photo permission

Under the GDPR you need to have a lawful basis (legal reason) for processing personal data. Consent is one of six lawful bases you can use. Only use consent where none of the other bases apply as the standard for getting consent is very high and individuals can say no or withdraw it at any time.

Most of the times schools can use the 'public task' basis. This is because it is necessary for you to process personal data to fulfil your function as a school.

There are only a few circumstances when you'll need to seek consent. These will be situations where it's not necessary for you to process the personal data to fulfil your function as a school.

Examples include

- Using photographs or videos of students on your school's website or other promotional materials.
- Sending marketing material to prospective parents
- Sending fundraising requests to alumni

Please don't assume and always check with the relevant administrator in your school if a child's photo can be used.

In order to ensure consistency in the management of consent, BWT will be issuing standard formats for schools to use ■

File Share Changes

File structures on shared drives will be changing. The new legislation requires us to know where personal data is stored at any point in time. BWT is currently working with IT teams to standardise the layout and access permissions on shared areas. Once we have agreed the new layouts these will be implemented and schools will be asked to move files across to their new locations. This will provide a consistent approach and protect the personal data we hold ■

AMBITION
FOR ALL



HIGH
EXPECTATIONS



EXCELLENT
TEACHING
& SUPPORT



WORKING
TOGETHER



CONTRIBUTE
TO SOCIETY