

“If you leave your house unlocked and you are burgled – you are not insured.”

“Just because ICT can, doesn’t mean it should!”

At Finham Primary we take GDPR, (General Data Protection Regulations) very seriously and have agreed these practices to ensure we strive to protect the information we share in school and keep it secure.

There will be system protocols put in place for us to be compliant as a school, however, for GDPR to be successful, it is dependent on **ALL** staff following these basic practices:

- All School IT equipment needs to be password protected and never left open and unattended.
- Passwords will never be shared.
- Confidential information sent to print will never be sent unless the individual is at the printer to collect it and children will never be sent to printers to collect work unless they are supervised by an adult.
- Emails will always be set up and sent to the people they are directed to. We will not cc in without permission, or reply to all if it is not relevant.
- Group emails will not be set up without full permission of everyone involved and parents and outside agencies will be contacted directly via the school office or by parent mail.
- Any email that includes information about staff or children will need to be encrypted.
- FROG will be used for storing all key documents as this is password protected and the users are managed, so any internal sharing of confidential information will be to FROG.
- Information needed for school trips will be collected prior to the school trip and returned to the office for shredding on return. Only information relevant and necessary will be taken and ‘Evolve’ will state what is needed.
- FROG Snap will be used to take and share photographs securely and children using school equipment for photographic reasons should be supervised.
- Classroom Monitor, EVOLVE, FROG, PARRS, SIMMs and RESOURCE LINK are all secure systems that are password protected and have the correct access protocols. All these systems are embedded in FROG and secure to use.
- Paper files that hold information about staff, parent and children’s details, SEND, Safeguarding, Medical and Contact information will be held in secure locked files.

Being compliant with GDPR should not limit what we are trying to achieve as an institution, nor should it cause undue concern if you follow the school’s compliance protocols. GDPR helps follow best practice in keeping us all safe and secure and if there is ever a context which you are not sure about, just ask the Designated School GDPR Officer, who is there to support, check and advise best practice.

If you think that any of these agreed systems have been breached, it is important that you let the Designated School GDPR Officer know, by email, as soon as is reasonably possible and by the end of the working day on s.bracken@finhamprimary.co.uk