

GDPR TOP TIPS FOR THE NEW YEAR



BE MINDFUL OF WHAT/HOW WORK IS TAKEN HOME OVER CHRISTMAS

Organisations must put in place appropriate security to prevent from deliberate or accidental damage, loss or unauthorized access.

OFFER AN OPT OUT FOR THE NATIVITY PLAY CONSENT

For nativity plays, consent isn't a requirement but give parents an opt out.



BE AWARE OF YOUR CHRISTMAS CARDS AND THE INFORMATION THAT IS SHARED

It is ok to put names in Christmas Cards and to give Christmas Card lists

BE MINDFUL OVER WHAT IS SHARED OVER VIDEO CONFERENCING

If using video conferencing, keep it interesting but be mindful about what is being shared (and who it is shared with).



FREEDOM OF INFORMATION REQUESTS ARE PAUSED

For Freedom of Information Requests, the clock pauses during school closure periods.

SUBJECT ACCESS REQUESTS ARE NOT PAUSED

For Subject Access Requests, the clock doesn't pause. Be forward thinking as to when you will be able to comply.



UPDATE CONTACT DETAILS

When returning in the New Year, consider asking parents/staff to update their contact details.

REFRESH STAFF AWARENESS

It is always useful to keep refreshing staff awareness on handling data over the Christmas period.

