



## DATA PROTECTION/GDPR COMPLIANCE

### FREQUENTLY ASKED QUESTIONS/GOOD PRACTICE GUIDANCE

#### **Displays/Photos:**

Can we display in school student's work with their name on?	Yes but first name only.
Can we display student photos in school?	Only if we have received parental consent (check SIMS or with Faye Dennis).
Can staff take photos of students, eg school trips, open evening, etc?	Yes but <b>only</b> if using a school camera/ipad - ensure photos are then downloaded onto the Galleywood network as soon as possible. Ensure you have permission to use them in the manner you wish to.
Can sensitive student information, eg medical details, be displayed in the staff room?	No
How can I find out which students we can't display photos of?	The office will share this information with class teachers on a regular basis, however, please ask Faye Dennis, Ceri Gray, Rachael Brailsford or Carrie Reed if you are unsure. Failing that check the parental consents recorded in SIMS.
Can invited visitors take photos of students to use for their own marketing purposes?	No. The only way this could happen is if we gained explicit written parental consent for that event.
Can student full names be used in the Galleywood Newsletter?	Yes, with no photo.
Can we take photos of junior school children during a club activity?	No, unless the children can't be identified. For example a group shot of the children all working at a table with their heads down so their faces can't be seen clearly would be OK.

#### **Sharing Data:**

If there is a safeguarding issue, can we share student data with other services?	Yes. Obviously on a need to know and secure basis but safeguarding is always a priority and the legal basis for sharing data in these circumstances is 'Vital Interest'.
If we video students work, eg performances, can we give a copy of the video to students/parents?	Only with consent from all parents (if students are under the age of 13).
Can we send student information to an outside company?	Please check with Faye Dennis who will ensure the company is GDPR compliant, what the legal basis would be and the student data won't be at risk.

**Security:**

Can I send student and/or staff information by email?	Yes but if it is to be sent to an email address that isn't @galleywood.essex.sch.uk then it MUST be encrypted. Do this by typing either the word 'encrypted' or 'encryption' in the subject line.
Do I always have to lock my laptop/computer when I am away from my desk/classroom.	Yes, even if you have just left it unattended for 5 minutes.
Can I use my mobile or tablet for work emails?	Yes. We recommend the use of the free Outlook app for phones and tablets. The mail apps that are native to the smart devices should not be used for any work emails, especially if you are sending personal data. <b><u>Please ensure your mobile device is set with a pin code or password.</u></b>
Do we have to keep students' work/exercise books hidden away in the classrooms?	No. Rooms not in use should be locked. However, any personal or sensitive information should be locked away in a cupboard, eg copies of markbooks that may include date of birth and SEN information.

**Retention:**

How long should we keep student records?	Details can be found in our Retention and Deletion Policy. Please refer to the Retention and Deletion Policy for any other specific records and requirements.
At the end of the year can I throw away the old student exercise books and test papers?	Rip the front cover off that has the student name on it. The cover should then be placed in the secure disposal bags but the rest of the book can be thrown away as normal.

**Subject Access Request:**

Can we give parents a copy of their child's records (information that wouldn't normally be sent home)?	This would be something called a Subject Access Request (SAR). There are strict rules and timelines to comply with so the request should immediately be passed to our Data Protection Officer.
Who is our Data Protection Officer?	Tania Dynowska based at Notley High School. Her email address is <a href="mailto:DPO@nematrust.com">DPO@nematrust.com</a> .