

SCHOOL'S



DATA PROTECTION



PASS ON DATA REQUESTS WITHOUT DELAY TO YOUR DPO



REPORT ANY DATA BREACHES TO YOUR DPO IMMEDIATELY



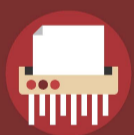
LOCK AWAY PAPER RECORDS



DON'T WRITE YOUR PASSWORD DOWN OR STORE YOUR PASSWORD IN YOUR WEB BROWSER



DUPLICATING PERSONAL DATA IS UNNECESSARY



WHEN DISCARDING PERSONAL DATA SHRED IT OR PUT INTO CONFIDENTIAL WASTE BINS



VERIFY THE INDIVIDUAL BEFORE HANDING OVER DATA



DON'T LEAVE PERSONAL INFORMATION LYING AROUND



DON'T DOWNLOAD DATA ONTO A PERSONAL DEVICE UNLESS AUTHORISED



REMEMBER TO LOG OFF

IF IN DOUBT CONTACT YOUR

DPO

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