

General Data Protection Regulations September 2018: Code of Conduct:

In May 2018, the two-year period of grace following the introduction of the new GDPR regulations, came into force. It is imperative that as a school we introduce some robust strategies to ensure we remain on the correct side of the legislation. Training will be provided for all staff new to Derby Cathedral School, to ensure they are fully cognisant with our expectations.

You are asked to sign and retain this document as evidence that the GDPR criteria have been explained to you and that attended an appropriate training event as part of the induction process.

The issues surrounding GDPR will remain part of an annual training refresher programme for staff at Derby Cathedral School.

- I will ensure all USB drives / DVDs/ external memory storage and such like will be encrypted in order to prevent unauthorised access to sensitive data.
- I will ensure that my computer will never be left without being encrypted, either in class or elsewhere.
- I will ensure that sensitive material (paperwork) is never left unattended on my desk.
- I will ensure that when not in use my classroom / office door will remain locked.
- I will always ensure sensitive material (that can be linked to or identify an individual) is secured in a locked filing cabinet / cupboard.
- I will ensure that when leaving my work area, filing cabinets, cupboards and such like are locked thus securing sensitive material
- I will ensure that any device which accesses my work emails i.e. mobile phone / home computer is encrypted.
- I will not share any passwords for either work or personal devices which would allow a third party to access sensitive data including work emails.
- I will not share my work keys with any colleague, student, volunteer or third party, as this would inadvertently allow them access to secured, positively sensitive data, which would constitute a breach of data regulations.
- I will report the loss or potential theft of any work, data or personal device that may compromise sensitive material i.e. a USB, folder or personal phone.
- I will ensure that all material which identifies an individual is redacted if it is being shared with other professionals i.e. during an external moderation exercise.
- I will ensure that any work carried out of the school remains under my control and security. This includes items such as exercise books and exam papers being marked / assessed offsite. Such items are to remain confidential to yourself only when offsite and must not be left unattended.
- I will ensure any professional matter taken off site will be appropriately secured at all times. This may include material required at a meeting or removed for use at

home for example. This means items must not be left in a parked vehicle or other insecure location.

- I will ensure that sensitive data, including but not exclusive to registers, assessment data, attendance statistics and such like are not shared in a classroom situation which could compromise the GDPR.
- I will not use apps or other programs in any area of my professional role which may compromise personal data, without having first secured clearance from the school based Data Protection Officer.
- I will ensure that sensitive data sent via email is suitably encrypted with a password. The password will not accompany the data in the same email. The password will preferably be communicated via a phone call, thus ensuring any potential interception is unsuccessful.
- I will ensure that wherever possible, data is shared via a secure platform such as OneNote. Please note DDAT do not condone the use of Dropbox.
- I will ensure that emails containing any sensitive data will only ever be sent from my work email account.
- I will ensure that when sending emails containing information about a child, they will, whenever possible, be redacted. If redaction isn't possible, all other communication challenges will be explored in order to minimise any potential data breaches.
- I will ensure that any potential, perceived or possible breach of GDPR regulations is reported to the school- based Data Protection Officer as soon as the issue is recognised. I will then provide details for the issue to be detailed in the school log of potential / perceived breaches.

Signed:.....

Dated:.....