

DATA PROTECTION | EVERYDAY DOS AND DON'TS

Data protection is everyone's responsibility.
Taking small steps to protect data can make a big difference.

DOS

DON'TS

USERNAMES AND PASSWORDS



Keep them secure

Follow school policies on password complexity

Let other people log in with your credentials

Reuse passwords across different applications/
accounts

Write passwords down

COMPUTERS AND DEVICES

Log off or shut them down when not in use

Lock machines when you leave your desk



Use your own devices without checking the
school's bring your own device (BYOD) policy

SCHOOL POLICIES AND PROCEDURES



Read and understand them

Ensure you know what to do if you experience a
data breach

Ensure you know how to recognise and action a
subject access request

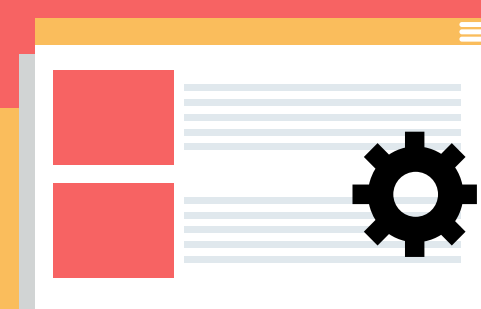
Delay informing the appropriate person of a
data breach

SOFTWARE AND APPS

Keep them up to date

Remove old or unused ones

Ensure your school knows what systems you use
so that access can be removed when you leave



Continue to use unsupported software or apps

Use software or apps without checking they are
approved for school use

Continue to access school systems once you are
no longer in employment

PERSONAL DATA

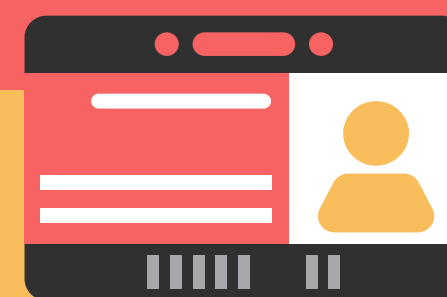
Protect other people's data as if it is your own

Only ask for and keep the personal data you
need

Dispose of printed or saved data carefully, such
as in shredding boxes

Protect people's identity by using Bcc for group
emails

Ensure you understand your rights as a data
subject and the rights of others



Download, save or print out personal data
unless it is necessary to do so

Save personal data to insecure devices

Email personal data to your personal
email accounts

Access personal data when using public Wi-Fi or
insecure networks

EMAILS AND OTHER MESSAGES

Check all messages you receive are genuine

Contact the sender if you are unsure, by using
contact details from another source

Report anything suspicious to the relevant
person in school



Click links or reply to suspicious emails, texts or
posts on social media

Download attachments you are unsure about

Disclose personal information that the sender
should already have

