Ten GDPR areas of your school to think about:
A quick set of questions to get you started

School name:

Date started:

Date completed:

Contributors:

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Please note: This is not an exhaustive list, this is some key items that have come to light on our travels when visiting schools in the role of DPO Support. Feel free to add to this, and you could use this checklist as evidence towards becoming GDPR compliant.

1.	**Reception**	
	What can visitors see when they are standing in reception?	
	What signing in system do you use, are you happy that it is secure?	
	Can visitors see in your office, if so what can they see (think pc screens, confidential / sensitive information on desks/ walls)?	

2. School Office

What is available on your shelves and desktops?	
Do visitors access your school office?	
Where do you store your data collection sheets, are they securely stored?	
What is on your walls? Are there any telephone numbers or email addresses that are inappropriately displayed?	
When you are not in attendance is this area appropriately secured?	
Where do you store your personnel files? Do you know how long you retain these records for?	
Where are your class registers stored once the daily attendance and dinner requirements have been recorded?	
Where is your shredder and shredding pile stored?	
Does the school have a school mobile? Where is this stored when not in use?	
Do you have a school diary in paper format? Where is this stored when not in use?	

3. PCs in Your School Office

Do you lock your PC when not in use?	
When was the last time you checked your SIMS Personnel Records and System Manager details?	
Are your pupil and contact details relevant and accurate?	
Do you remove reference to staff from the Admin Tool on their departure?	
What do you store on your Office Share which is sensitive? Are these folders appropriately password protected?	
In your office share, are you happy that everything you have stored here is necessary?	
What about your email situation? How do you store your emails from parents and third parties? How do you deal with sensitive information attached to emails?	
Is your main machine a desktop or laptop? Do you store data on your local drive or desktop? If so, why?	
What sort of information do you store on your school fileserver? Is this backed up daily?	
Where do you store ALL of your usernames and passwords?	
How do you save email attachments once you have opened them?	

4. Staff Room

Question	
Do you have pigeon holes in your staff room, if so, what sort of data do you store in them?	
What is displayed on the walls of this area? Anything sensitive or confidential?	
Is there any other hardware in here such as a photocopier or PC, if so are these used appropriately?	
Are you happy that there is no paperwork stored in here that is of a confidential nature?	
Who uses / has access to your staff room? Do you need to reconsider / restrict access to visitors to this area?	
Medical documentation on display? Could this be more securely / appropriately stored in an alternative location?	

5. Leadership Rooms (Headteacher, Deputy, SENDCo)

Are these areas appropriately secured when not in use?	
What information is stored in here? What sort of items are on display on the walls? Is there anything a parent might / could find offensive?	
How are messages / paperwork transported to these areas? Anything that a child might be able to observe that is inappropriate.	
If sensitive or confidential items are stored away in filing cabinets or lockable cupboards minus a key?	
What sort of folders are stored in here? If they are SEN or CP are they stored securely?	
Who else uses these rooms when not in use? Are parents ever invited for meetings in these rooms?	
Do 'visitors' use these rooms for interviews or work with children, is there anything that is unnecessary for them to see?	
Are staff records / appraisal information stored in these rooms? Are they secured?	
Are there photocopiers stored in these rooms, if so is the paperwork stored appropriately once printing has taken place?	

6. School Hall / Dining Hall / Group Rooms

Are these used by after school clubs / breakfast clubs / holiday clubs / any other 3rd party groups? Why not take this opportunity to list / consider who has access to these areas and what they might be able to observe or 'pick up' whilst on the school premises? Is this all managed appropriately?	
Where do these groups 'store' their children's records when both on and off site?	
Are you happy that the information / details that these 3rd parties hold on your children is appropriately destroyed / disposed of when no longer required?	
Do they store information on their phones? Are these phones their personal or professional mobile devices? Do they remove the parental contact details when no longer required? What sort of a device is it?	
What about your PTA? Where do they keep / store their contact details etc…?	
Medical room, what is stored in here, how is it used during the school day and when not in use is it secured appropriately?	

7. Classrooms & Teachers

Do your teacher's use memory sticks? Do they use them for anything other than planning? Are they encrypted?	
Do your teacher's take their laptops home? Where do they store their work (on what drive) and laptops when working at home?	
How do they transport their laptops and paperwork (in car / public transport etc…)?	
Are the laptops encrypted?	
Where do they store their usernames and passwords?	
Do teachers have access to any other device that they take home or have stored in their classrooms, are these appropriately encrypted or stored securely when not in use?	
What sort of information is currently stored on their desks / walls?	
Do they communicate with parent's direct? Do they use their school email addresses?	
Where do they currently go to seek contact details for a 3rd party or someone with parental responsibility?	
How do they communicate with you and other members of staff?	
If post its are used, what sort of information is communicated with them?	
If they have folders containing pupil data stored in their classrooms, where is this information stored?	

8.	Corridors	
	Anything inappropriate on the walls? Phone numbers that perhaps shouldn't be there? Too much information against a child's photograph perhaps?	
	Are parents or 3rd parties ever allowed to walk the corridors unattended?	

9. Storage of Documentation

Where do you store your archived documentation?	
Does your school follow a retention policy?	
Where are your old personnel / children's data folders stored? Are they stored securely?	
If your data is stored in lockable cupboards etc… please can you check that these areas are not required access by a third party (for example, old personnel files stored in an electrical cupboard)	

10. External Areas / Other

Are there any mobiles on your school premises? Who uses them and are they working towards becoming GDPR compliant?	
Facebook, Twitter and any other social media – are they being used appropriately?	
Privacy Notices, have you sent these out to parents and staff?	
School Policies, are they up to date and current?	
How do you dispose of old pc's and hardware?	
How do you dispose of your archived paperwork?	