

Data protection for schools

Based on analysing over 400 data protection self assessments completed by schools in nine local authority areas, the ICO has made a number of recommendations to help schools meet their obligations under the Data Protection Act.

Each recommendation links through to more information on the ICO website.

- [Notification](#) – make sure you notify us accurately of the purposes for your processing of personal data.
- [Personal data](#) – recognise the need to handle personal information in line with the data protection principles.
- [Fair processing](#) – let pupils and staff know what you do with the personal information you record about them. Make sure you restrict access to personal information to those who need it.
- [Security](#) – keep confidential information secure when storing it, using it and sharing it with others.
- [Disposal](#) – when disposing of records and equipment, make sure personal information cannot be retrieved from them.
- [Policies](#) – have clear, practical policies and procedures on information governance for staff and governors to follow, and monitor their operation.
- [Subject access requests](#) – recognise, log and monitor subject access requests.
- [Data sharing](#) – be sure you are allowed to share information with others and make sure it is kept secure when shared.
- [Websites](#) – control access to any restricted area. Make sure you are allowed to publish any personal information (including images) on your website.
- [CCTV](#) – inform people what it is used for and review retention periods.
- [Photographs](#) – if your school takes photos for publication, mention your intentions in your fair processing/privacy notice.
- [Processing by others](#) – recognise when others are processing personal information for you and make sure they do it securely.
- [Training](#) – train staff and governors in the basics of information governance; recognise where the law and good practice need to be considered; and know where to turn for further advice.
- [Freedom of information](#) – after consultation, notify staff what personal information you would provide about them when answering FOI requests.