Data Protection Health Checklist

Task	Findings	Action
Does the school have a current Data Protection notification with the Information Commissioner? (One notification covers the school as a whole)		
Have privacy notices been issued to all parents and individuals (inc staff) whose personal information is held by the school?		
Does the school have an Information Policy which includes: charging, access and security of records, records management, use of Emails and Internet etc. and has it been reviewed in the past 12 months?		
Is a monitoring system in place to ensure the school's Information Policy is being adhered to?		
Is the Head Teacher aware of their responsibilities as Senior Information Risk Owner?		
Have all staff (teaching and support) signed an email and internet Acceptable Use Agreement and are they aware of their responsibilities regarding the data security policy?		
Have a designated person and a deputy been appointed to co-ordinate information management and deal with requests?		
Is a system in place to ensure all requests for information received are logged and responded to within the appropriate deadlines?		
Have all relevant staff received training/instruction on collection and use of personal data and reporting to the designated member of staff/ their deputy when requests for information are received?		
Is personal data kept up-to-date where necessary and pupil/staff contact details checked on an annual basis?		
Does the collection of biometric data adhere to DofE guidance?		
Are there contacts in place to govern the work of data		

processors (third party providers) and do they -provide assurance of compliance?		
Are information sharing protocols in place to govern any information sharing with other data controllers?		
Is there a mechanism in place for reporting, investigating and responding to information security incidents/breaches?		
Is there a mechanism in place for logging and responding to enquiries from the Information Commissioner's Office?		
Does the school's website make visitors aware of its use of cookies and off an opt-out, where necessary?		
Does the school's use of CCTV comply with the codes of practice?		

FOI HEALTH CHECK LIST

Task	Findings	Action
Are the Head Teacher and Board of Governors aware of and fully meet their specific responsibilities under the FoI Act?		
Does the school have an up-to-date Publication Scheme, in line with the Information Commissioner's model?		
Is a system in place to ensure all requests for information received are logged and responded to within the appropriate deadlines?		
Does the school have a process in place for publishing datasets which have been requested?		
Is there a mechanism in place for logging and responding to enquiries from the Information Commissioner's Office?		

INFORMATION SECURITY HEALTH CHECK

Task	Findings	Action
Have protocols on the creation, storage and security of information been issued to all relevant staff, governors and other authorised users?		
Are personal or sensitive records held securely when not in use?		
Are the admin and curriculum servers/pc's backed up daily?		
Have key individuals been identified to ensure backup media are rotated in accordance with the backup schedule?		
Is data removed from old computers/laptops and servers prior to being disposed of?		
Are recordings on digital cameras and other peripheral devices uploaded or deleted from the device after use?		
Has each user a different ID and password? (no generic accounts)		
Are procedures in place to ensure that passwords are kept confidential?		
Are passwords for computer access changed at regular intervals?		
Is all access to the school management system reviewed at least annually?		
Are admin computer screens visible in public areas of the school?		
Is all sensitive or personal information carried offsite on laptops and removable media encrypted?		
Does the school have provide staff with advice on how to keep information secure when home working?		

RECORDS MANAGEMENT HEALTH CHECK

Task	Findings	Action
Does the School have a policy for managing both its physical and electronic records?		
Are records being managed in line with the school's Information Policy?		
Are records routinely archived when no longer in use?		
Is there a records retention and disposal schedule in place and are records (both physical and electronic) destroyed routinely in accordance with it?		
Are records (both physical and electronic) containing personal information disposed of securely?		
Are staff given advice on how to effectively manage their emails?		