Data protection policy and privacy notice checklist

This checklist is designed to help HGHS produce a privacy notice, which is a statutory requirement. It also suggests what you could include in a broader data protection policy. It is based on guidance from the Information Commissioner's Office (ICO).

What to include	Tips	✔
Privacy notice (statutory requirement)		
Policy introduction	You should explain that the school is a data controller and, as such, is registered with the ICO and complies with the principles of the Data Protection Act 2018.	/
Fair processing	You should set out the types of information you hold about pupils, staff and other groups, what you do with it and why you need it. You should also set out the other organisations you share information with. You may wish to make it clear that access to the information is only available to those who need it.	/
Storage and disposal of information	You should explain how confidential information will be kept secure while it is being stored or used by the school, and when it is being shared with others. You should also explain how the school will ensure that personal data is safely disposed of.	/
Handling requests for information	You should outline procedures for handling requests for information, including individuals' rights of access to information, timescales for responding, and charges that may be made. This could be in an appendix to the policy/privacy notice.	/
Data protection policy (non-statutory)		
The data protection principles	A broader data protection policy could include information on the eight principles of data protection, along with a statement that the school will commit to them.	/
Responsibilities of different groups	A policy might also set out clear procedures for staff and governors to follow when handling personal data.	/
Training for staff and governors	A data protection policy could also include a statement on training and development to ensure that staff and governors are aware of their responsibilities under the legislation.	/