

GDPR Checklist

Now is an opportune time to review your GDPR arrangements and to raise awareness among all staff, Board of Management and the wider school community with the objective of developing a mind-set of data awareness and protection. Here is a checklist of items for consideration with your ISM Team.

Conduct a Data Audit

- **Make a list of the types of Data that your school collects**
 - Data on teaching staff
 - Data on SNAs and ancillary staff
 - Data on pupils
 - Data on parents
 - Data on suppliers / company reps / local trading partners etc.
- **How is it collected?**
 - Application Forms
 - Enrolment Forms
 - Volunteered e.g. business cards etc.
- **What is the basis for collecting the data?**
 - Consent of the Data Subject
 - Legal basis – to provide education
 - At the request of the DES e.g. PPS numbers etc.
- **Where is it stored?**
 - Physically
 - Electronically
- **Who has access to it?**
 - All staff
 - Teaching staff
 - Office staff
 - Principal and BoM only
- **With whom is it shared and on what basis?**
 - HSE – legal basis for medical purposes
 - DES – legal basis for educational purposes
 - Subsequent school to where a pupil moves – with the consent of parents
- **How secure is it?**
 - If it is physically stored – locks, procedures etc.
 - How secure are your procedures around photocopying?
 - If it is electronically stored – passwords, in the cloud, on hard drives, memory sticks, on laptops, phones or other mobile devices
- **How long is it held?**
 - Are you aware of the Retention Schedules www.dataprotection.ie
- **How is it disposed of?**
 - Shredding
 - Deleting from electronic storage
 - Disposal of old electronic media storage devices

Plan and Begin Staff Training

- Provide all Staff with a Basic knowledge of GDPR ([Please refer to 'PAMs' in the Data Protection Resource Bundle](#))
- Use Croke Park hours for personal reflection among staff e.g. discussing 'what if' scenarios to create and increase awareness of data protection.
- Discuss the importance of ensuring care when recording notes and reports in relation to pupils etc. Record only facts and write them as though the person you are writing about were sitting beside you. Be careful of subjective comments.

Develop a mindful awareness of Data Protection among all staff

Policies, Agreements and Notifications

Ensure that you have the following Policies in place and that they are up-to-date ([templates available in the Data Protection Resource Bundle](#))

- School Data Protection Policy
- Third Party Service Agreements e.g. with Aladdin, DataBizz etc.
- Website Privacy Statement
- CCTV Privacy Impact Statement – only required if your school is considering installing CCTV
- CCTV Policy – only required if your school has CCTV

Administration Forms

- Enrolment Forms – ensure that your enrolment form states the purpose for collecting the data requested and informs parents with whom it may be shared.
- Class, Team Lists etc. – Ensure that staff are careful in the use of children's lists which contain personal data, particularly in relation to their distribution and disposal