

GDPR leaving checklist: For Staff Leaving the School.

1. All school documentation which identifies any individual (staff and pupil) stored on home devices is permanently deleted or personal identifiers removed: names DOB e.g. class list, planning, assessment spreadsheets.
2. All school documentation which identifies any individual (staff and pupil) on a portable device e.g. USB /phone is permanently deleted or personal identifiers removed: names, DOB e.g. class lists, planning, and assessment spreadsheets.
3. Hard copies of school documentation are returned to school and shredded or all personal identifiers: names, DOB etc. are redacted.
4. Staff email containing any information/documents which identifies any individual (staff and pupil) is not forwarded to personal emails. Please note that access to staff email accounts will cease on last working day (if earlier than termination of your contract).
5. (XYZ) School logins will not be used to access any websites or Apps e.g. Education City, The Key, etc. Please note that all access to school systems will cease on the last working day (if earlier than the termination of contract). E.g. Website, KLZ, Maths No Problem, Cornerstones, Pupil Asset.
6. Copyright restrictions will be adhered to e.g. no duplicating any copyright resources e.g. cornerstones, Maths No Problem.
7. Resources or equipment belonging to the school will remain on site unless agreed with the Head teacher.
8. Electronic devices belonging to the school e.g. laptop or iPad will be returned to the school office on your last working day. All school documents on these devices either need to be saved onto the school server and/or deleted.
9. All school keys held are returned to the school office.
10. I understand that professional confidentiality applies in relation to all staff and children at the school beyond the termination of contract to ensure continued safeguarding and adherence to General Data Protection Regulations.