

# BIPS DATA PROTECTION

Keeping your information safe.

## PERSONAL INFORMATION

All stakeholders understand personal information is dealt with correctly and securely and in accordance with the Data Protection regulations for federal law, and other related legislation.

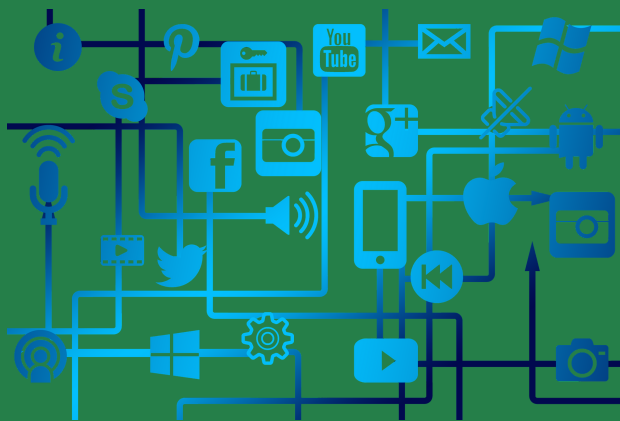


It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.



## HANDLING PERSONAL DATA

All staff have a responsibility to understand their statutory obligations when collection, processing and disclosure of personal data under Data Protection.



All images stored safely in a central area on School Onedrive

REMEMBER! BEFORE WE SHARE IMAGES ON SOCIAL MEDIA WE CHECK FIRST.  
IMAGE AND FULL NAME NEVER SHARE TOGETHER

For further information please refer to Social Media Policy .

# UNDERSTANDING RESPONSIBILITIES FOR IMAGES

Teachers are responsible for storing and deleting images

If Teachers cannot delete images refer to HOD & IT support



## WHERE IS DATA STORED?

Storage of Data is on Google Classroom, Orison, ILM & ESS only!



Audit of Personal Data is Carried out by IT Team



PLEASE REFER TO DATA PROTECTION POLICY FOR FURTHER INFORMATION