



Staff member	
Date and time	

Use this form to help review how well staff and pupils are protecting the data in their care.

Area	Explanation and concerns	Action needed
<i>For example: Outside the controlled entrance to school</i>	<i>Visitor book is outside of the controlled entrance</i>	<i>Move into reception</i>
Reception area		
Has consent been obtained to share personal data, e.g. photographs on display?		
Is personal data visible behind or on the receptionist's desk or computer?		
Can conversations be overheard?		
Capturing visitor information		
Is any visitor data collected that isn't needed?		
Can visitor information be seen by other visitors? Is this a problem?		
Is a privacy notice readily available to visitors?		
Has the retention period of visitor data been considered?		
If there is an electronic visitor system, is the supplier GDPR compliant?		
If staff and pupils sign out in reception, is their data appropriately protected?		
Staffroom		
Is the staffroom locked or appropriately protected?		
Are visitors taken into the staffroom and/or left unattended?		
Are staff pigeonholes open?		
What personal data is intentionally shared? Is it concealed from visitors?		
Are markbooks, reports, memory sticks or other devices left unsecured?		
Printing, photocopying and recycling		
Is printer and photocopier memory managed appropriately?		
Is printing and/or photocopying left on machines?		



Data Protection Walk Checklist

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Printing, photocopying and recycling	Explanation and concerns	Action needed
Are recycling bins secure and regularly emptied?		
Can staff securely dispose of sensitive printing and paperwork?		
Offices		
Are offices locked or appropriately protected?		
Is personal data on show in and around offices?		
Can personal data be viewed through office windows?		
General corridors		
Does any information on noticeboards need protecting?		
Classrooms		
Are staff devices secured appropriately?		
Are there concerns over personal data shared on whiteboards?		
General		
Are staff protecting passwords appropriately?		
Do staff lock unattended workstations and/or devices?		
Is the bring-your-own-device policy followed by staff and pupils?		
Is the policy for the use of memory sticks followed by staff and pupils?		
Are computer privacy screens used where needed?		
Other		