GDPR school document checklist

This document checklist can be utilised to make sure you are displaying the right content on the school website as well as internal use too.

| Document | Share with |
| --- | --- |
| [ ]  Data Subject Rights Guidance | Publish on your school website |
| [ ]  Data Breach Policy | Publish on your school website  |
| [ ]  Data Protection Policy | Publish on your school website |
| [ ]  Right to access template | Publish on your school website |
| [ ]  Right to object template | Publish on your school website |
| [ ]  Right to erasure template | Publish on your school website |
| [ ]  Right to rectification template | Publish on your school website  |
| [ ]  CCTV Policy | Publish on your school website (only if applicable) |
| [ ]  Biometric Policy | Publish on your school website (only if applicable) |
| [ ]  Consent Policy | Publish on your school website |
| [ ]  Privacy Notice for Pupils | Publish on your school website |
| [ ]  Privacy Notice for Workforce | Publish on your school website |
| [ ]  Privacy Notice SEN and Safeguarding  | Publish on your school website  |
| [ ]  Privacy Notice for Visitors  | Publish on your school website  |
| [ ]  Privacy Notice for Governors  | Publish on your school website  |
| [ ]  Privacy Notice Parent and Carers  | Publish on your school website  |
| [ ]  FOI Publication Scheme | Publish on your school website  |
| [ ] ☐ Record Retention Schedule  | For internal use only  |
| [ ]  Personal Data Audit (PDA) | For internal use only  |
| [ ]  Data Breach Form | For internal use only  |
| [ ]  Consent Guidance | For internal use only |
| [ ]  Consent template (use of images) | For internal use only |
| [ ]  Data Protection Impact Assessment  | For internal use only |
| [ ]  Data Protection Impact Assessment Guidance | For internal use only  |
| [ ]  Freedom of Information Request FAQ’s | For internal use only |
| [ ]  Email FAQ’s | For internal use only |
| [ ]  Subject Access Request – FAQ’s | For internal use only  |
| [ ]  Acceptable Usage Agreement | For internal use only  |
| [ ]  SAR – Response Templates  | For internal use only |
| [ ]  FOI – Response Templates  | For internal use only |
| [ ]  Data Processor Agreement  | For internal use only |
| [ ]  Data Processor Agreement guidance  | For internal use only  |
| [ ]  Police Schedule 2 (819b) form | For internal use only |