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 |