

## Governor GDPR Guidance

This Governor agreement is to abide by our school Data Protection Policy. Following the General Data Protection Regulations (GDPR) that came into force in May 2018. The following procedure for the storage and sharing of governor minutes will be kept in the shared space in Office 365

### Governor Requirements.

Governors are now required to follow new guidelines.

Paper documents:

- All paper-based information taken off site must be shredded (i.e. any reports to back up minutes)
- Any committees held that are not the usual committees, for example complaints, the paperwork must be kept in school.
- Governors leaving at the end of their term must shred information no longer required or hand it back to the school for filing/shredding. An email from the Governor confirming this has been completed must be sent to the Clerk of Governors.

Electronic documents:

- All agendas, minutes and associated documents will be stored as described above and accessed by governors by logging into Office 365 shared space.
- Any personal logins must not be shared, and you must use a secure login password which conforms to the school password policy.
- Communication to governors via the governor email list or directly to personal email addresses should not contain any private school specific documents but should tell governors where to look. Any such personal email address used must not be shared.
- If governors need to download documents to their personal computers at home (e.g) for editing or viewing), they must ensure that they are deleted from their computer immediately after use and saved back in the original file if required,
- If documents need to be stored or shared confidentially with an external consultant, they must be encrypted with a secure password which is a minimum of 8 characters containing 3 elements from upper/lower case, numeric and special characters. This password should only be shared with the intended recipient.
- Highly confidential or sensitive documents containing personal information should also be password protected as described above and the password shared only with the relevant recipients.

I have read and understand the GDPR compliances.

Signed:

Date: