

3 MINUTE DATA SWEEP

Classroom Practitioners



END OF DAY/DAILY CHECKS - KEEP DATA SAFE

- **S - Surfaces Clear:** Ensure your desk and in-trays are clear of any files/papers containing personal information. Secure any sensitive information appropriately.
- **W - Win + L (or Lock):** Use the shortcut to lock your screen (when not in your work area):
 - Windows: Win + L
 - Mac: Cmd + Ctrl + Q
 - Chromebook: Hold Search + L (or the Lock key)
 - iPad: Press the Top/Side button and ensure a Passcode is active.
- **E - Electronic Exit:** Close all browser tabs for sensitive systems (CPOMS/MIS) and manually empty your computer's recycle bin. Secure your device and ensure it is closed down at the end of the school day.
- **E - Enclosure Check:** Confirm that all SEND, Medical, and EHCP documents/ folders and cabinets are secure.
- **P - Paper Protection:** File paper documents appropriately (avoid using the back of cupboard doors and notice boards to display sensitive information). Move rough notes or outdated personal information etc to the cross-cut shredder or confidential waste bin.

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