



A Guide for Volunteers

Keeping personal data safe

All volunteers are personally responsible for the day-to-day security of any personal or sensitive personal data shared with you by the Aquinas Church of England Education Trust (the Trust) or by one of its academies and used by you as a consequence.

1. You must make sure you are conversant with the Trust's Data Protection Policy which can be found on the Trust website (www.aquinastrust.org).
2. In relation to hard copies of personal data you must ensure that:
 - It is kept securely and cannot be viewed or accessed by anyone other than yourself.
 - When you no longer need the personal data it is destroyed securely by shredding and placed in confidential waste bins. If either facility is not available to you, please return the papers for the Trust or the relevant academy for destruction.
3. In relation to personal data held in a digital format you must ensure that:
 - The personal data is only accessible by you and it is password protected.
 - It cannot be read by anyone else and it is not left open on an unattended computer screen.
4. If a portable device is used to transfer the personal data it is kept securely, password protected and encrypted. Turn off or lock your computer screen when you're away from your desk, even for a short time. Security includes keeping personal data safe in transit too – for example, do not leave laptops or personal files visible in parked cars.
5. It's really important that you stay vigilant to any attempts to compromise **YOU**.
6. It's also important that you're careful when you're working to not accidentally pass on anyone's personal information. For example, double-check posted documents or electronic information are correctly addressed to the right person and, when sending information by electronic communications, check that the recipient(s) have the right and are authorised to receive all the information contained in the communication – otherwise delete/remove unauthorised content accordingly.
7. Be careful that you don't disclose someone's personal details by letting something slip to someone who doesn't have a right to know it.
8. Remember that data protection laws DO NOT stop you from reporting safeguarding concerns. You must still report to the relevant people where you're concerned about a child.

Loss of personal data is a very serious breach of security. If you think there's been a breach of security, please report it to the Trust's Data Protection Officer, Mary Capon (mary.capon@aquinastrust.org).