

Data Protection Do's and Don'ts

- Do keep your passwords to yourself – never share or write them down
- Don't leave personal data unattended – always lock it away when not in use
- Do make sure your computer screen cannot be overlooked when displaying personal data
- Do pass any data requests relating to Staffordshire County Council data to the Community Support Officer within 2 days of receiving the request
- Do pass details of any incidents relating to Staffordshire County Council data to the Community Support Officer as soon as is realised
- Do make sure there is a specific purpose for recording and using any personal data
- Don't record personal data that is not needed
- Do make sure data you record is accurate and up to date
- Do make sure you have signed the Acceptable Use Policy, Volunteer Agreement and have completed training pertaining to Information Governance and Data Protection
- Do ensure you are confident that any subject is informed and happy regarding how their data is being used
- Do ensure disposal of any documents containing personal data is completed confidentially, whether or not you consider it to be confidential, for example by using an office shredder
- Do keep rooms storing personal data locked if you are absent, where possible
- Don't take personal data off site unless there is no alternative, it is as part of your library role AND you have a way of transporting it securely. Be vigilant, put strict security measures in place
- Don't use personal data for any other reason than why it was originally collected



Raise it if you have any concerns about how personal data is being handled.



Remember data protection is everyone's responsibility.