



**The Learning
Pathways Trust**

STAFF GUIDELINES

May 2018

Personal Data - Guidelines for Staff

1 Introduction

Learning Pathways Academy needs to gather and use certain information about individuals.

These individuals can include pupils, parents/carers, employees, suppliers, business contacts and other people the Academy Trust has a relationship with or may need to contact.

These guidelines are designed to assist volunteers and staff at the academy how to avoid a Data Breach.

2 Digital Methods to avoid

Personal Home Computers / devices - Home / Personal computers should not be used for school work which may include any personal data. If you are required to work at home, then it should always be done on a school device.