

EARLY EDUCATION

Guidance on Data Protection and Password Management

Norfolk County Council provides a wide range of services and that means that we collect large amounts of information about our customers, residents and service users. We are committed to making sure that all personal information is collected, handled and used properly – this is not just policy and good practice, it is the law and we must comply with it.

The General Data Protection Regulation (GDPR) became law on 25 May 2018 and together with the Data Protection Act 2018 is the replacement the 1998 Data Protection Act.

It is recommended that you visit the [ICO's website](#) to read about the changes and find out about your obligations concerning data. A policy should be in place to ensure data is managed appropriately and all employees including volunteers are aware of their duty to protect confidential information including data held within computer systems. The policy should also include the steps to be taken if a breach occurs and any disciplinary action that would be taken against individuals.

Privacy Notices

All settings must issue a privacy notice in relation to collecting and handling data to parent/carers. Further information is available via our [NCC Schools website](#).

Sending personal information to the Local Authority via post or email

When supplying personal information to the Local Authority via email or post, it is necessary to submit it securely to prevent data loss.

Guidance concerning [How to Send and Receive Email](#) message.

Password Management

Passwords should never be shared with work colleagues, friends or family. To do so, should be a breach of policy relating to information security.