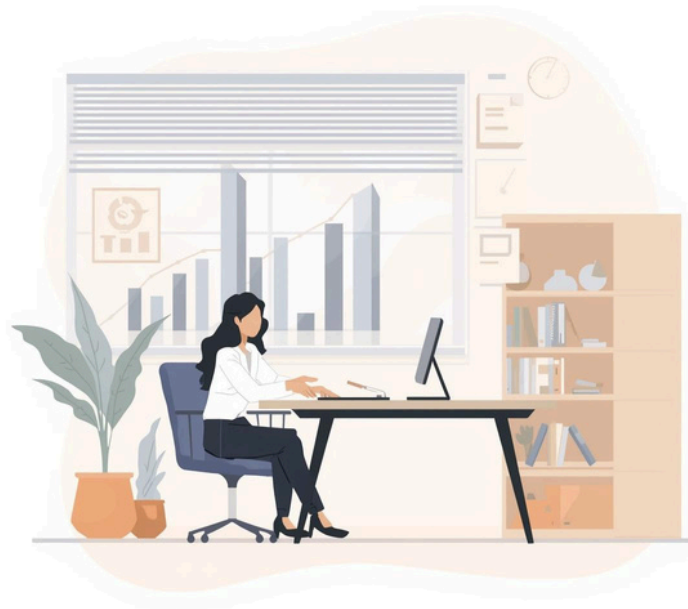


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review staff personnel files at least annually

Why?

Accuracy of Information

- Ensure contact details, emergency contacts, and personal data are up to date.

Compliance

- Meet GDPR core principles, lawful, fair, and transparent processing of personal data. transparency, purpose limitation data minimization, accuracy, storage limitation, integrity and confidentiality and accountability.

Benefit

Reviewing staff personnel files on an annual basis helps ensure employee records are accurate and up to date. It supports compliance with UK GDPR legislation and minimises organisational risks by identifying any missing or documentation that the school is not permitted to retain. Regular reviews promote transparency and aid informed decision-making.

Useful Resources

- ICO Data Protection Principles
- ICO Records Management