

<b>Privacy notices checklist</b>	
<b>What to include</b>	<b>Yes/no/still to do</b>
What personal information you hold	
What you do with it/are planning to do with it	
What data you actually need	
Whether you are collecting the data you need	
Whether there are multiple data controllers	
<b>When to give privacy information</b>	
When you are collecting sensitive information	
When the intended use of the information is likely to be unexpected or objectionable	
When providing personal information, or failure to do so, will have a significant effect on the individual	
When the information will be shared with a third party	
<b>Where to give privacy information:</b>	
orally	
in writing	
through signage	
electronically	
<b>How to write a privacy notice</b>	
Ensure text is clear and succinct	
Avoid acronyms and jargon	
Use a style that your audience will understand	
Ensure notices are appropriate for the individual	
Align with your school values and ethos	
Ensure you have a review process for your notices and they can be updated	