Data Protection Checklist for School Polling Stations

Use this to identify, minimize and monitor any risks that could occur to the personal data that you are responsible for during polling day.

Before Polling Day

☐ Remind and refresh staff – give staff a reminder (either through briefings, toolboxes, or emails) of their responsibilities towards data security – keep personal data secure, ensure computers are locked or logged off, lock paper documents away.

☐ Audit your site for possible data breach risks in the area of the polling station – check any spaces that members of the public access for visible data such as on display boards, left out on desks or in unsecure storage.

☐ Ensure that access will be controlled appropriately to the areas of the school that members of the public should have access to. Arrange signage if necessary and brief staff on where they should expect to find members of the public and which areas are out of bounds.

☐ Prepare your students/pupils so that they know what to expect and are protected in terms of safeguarding and data protection requirements.

On Polling Day

☐ Use of mobile devices – remind voters and officials of your policies around the use of mobile devices on site. Your expectations around the taking of photos will need to be adhered to by these visitors, especially if there are students/pupils on site during polling. You may want to display signage/posters to clarify these expectations.

☐ Conduct a final audit of your site for possible data breach risks in the area of the polling station – do a final check of any spaces that members of the public may access for visible data such as on display boards, left out on desks or in unsecure storage. Check bins for personal data that may have been inappropriately disposed of.

☐ Ensure all computers are locked or turned off when not in use. Make sure that screens are not visible in public areas of the school, especially if they could be displaying personal data.

☐ Control access to the areas of the school that members of the public should have access to and ensure that they can't access out of bounds areas.

☐ Ensure that staff are aware that conversations they have regarding pupils, parents, or other members of staff, may be overheard by members of the public and that they should be conducted in appropriate areas of the school.

☐ Be vigilant on the day and ensure that members of the public and voting officials are in the correct areas of the school and following your expectations. You may want to appoint a member of staff to oversee this.