

# Top Tips for Tutors

As part of the National Tutoring Programme, all Tutors have particular responsibilities when managing Pupil and Parent Data.

## What is the National Tutoring Programme?

It is a government funded initiative to provide additional tutoring to those that need it, particularly as a result of school closures and the Coronavirus outbreak.

As part of this programme there are additional steps we need to take as an organisation and below are some do's and don'ts when handling personal data as part of the NTP scheme.

### Do's

- Report all data breaches to the Data Protection Officer (DPO) immediately at [dataservices@judicium.com](mailto:dataservices@judicium.com). This includes suspected breaches where you don't know the consequences yet. Breaches need to be reported to the EEF within 48 hours so it is important to act fast.
- Read and become familiar with our data protection and data breach procedures (and when working on a school site to also be aware of their data protection and security systems).
- Flag any data concerns or requests with your line manager. For example, a parent may refuse consent for their data to be shared with evaluators.
- Keep your passwords confidential and don't share them with family members.
- Take steps to ensure the data is accurate – if you see the name or contact details are incorrect do flag this with your line manager.
- Be careful when emailing personal data – make sure you send it the correct recipient and don't email sensitive data such as safeguarding or SEN details unless absolutely necessary.

### Don'ts

- Don't share pupil data with third party individuals (without the relevant consent for doing so).
- Don't retain copies for your own personal records. Records need to be saved on company systems to ensure they are kept securely and deleted promptly in accordance with timeframes.
- Transfer the data onto personal devices (like memory sticks) without permission from your line manager.
- Give out personal email addresses to parents or students. If follow up is required, use the learning platform (LEAP) or contact your line manager.
- Open communications from unknown users – ensure you verify the individual. For example is their email address the same as on record? Consider asking a security question such as date of birth if you are unsure.
- Open emails which ask you to click a link – they could be phishing emails or contain malware.

## Why does the programme need data about me?

This is in order for the evaluator to determine that the process is working effectively and to see if any improvements need to be made to the service. For further information, check out the privacy notice for Tutors which can be found here:

<https://ntp.protocol-education.com/ntp-tutor-hub>

