Checklist: Keeping learner information safe and secure

Use this checklist to help you keep learner information safe and secure.

	Lock it up – Keep paper files, notebooks, and tests and assessments in secure drawers or cupboards.
	Use approved systems, tools and apps – Only use systems, tools and apps that have been approved for use.
	Access to systems – Only access systems, tools and apps that you have been approved to use.
	Log in – Use your own credentials to log in to approved systems, tools and apps.
	Password Care – Use strong, unique passwords and never share them and use multifactor authentication where possible.
	Log out and off – Always log out of systems, tools and apps and log off computers or devices when not in use.
	Think before you send – Double-check recipient details before emailing learner information, use delay send function where available.
	Store securely – Store learner information in approved systems (avoid personal or external storage devices).
	Dispose properly – Shred or securely delete old documents (put identifiable information in secure disposal bins), delete digital records when they are no longer required.
	Report issues – Let someone know if you lose a device or learner information, have sent learner information to the wrong person, or suspect a breach of IPP 5 has occurred.