

Kerry Rape & Sexual Abuse Centre – GDPR Housekeeping Details

- No messages or identifiable client phone numbers to be kept on centre mobile or personal mobile
- All phones/devices to be password protected
- Personal diaries not to have any identifying client information
- Initials only to be used on supervision sheets – Not full names
- No phone numbers to be recorded in phonebook or diary – only in personal notebooks – in the staff info cabinet in the main office
 - (These notebooks need to be checked by staff on a daily basis and any information needs to be shredded when no longer needed)
- Consent logs need to be filled in for all clients
- Filing cabinets need to be locked every evening and keys kept securely
- Alarm needs to be set when leaving the building
- Master appointment diary, telephone contact book and telephone recording book to be put in locked cabinet every evening
- No client identifying information to be kept on computer. Any information stored on USB keys should not have any identifying details