

General Data Protection Regulations - Data Protection Officer SLA

All public authorities, including schools and academies must be fully compliant with the General Data Protection Regulation (GDPR) from Friday 25th May 2018. GDPR replaces the Data Protection Act 1998. All public authorities, including schools and academies, are required to have a Data Protection Officer (DPO). The DPOs can work across multiple schools but each school must have a named DPO.

The role of the DPO is to act as the data protection expert within the organisation and form the link with both the public and the organisation's employees in relation to the processing of personal information held. The DPO also acts as the person that data protection queries are directed to.

The Headteacher of a school/academy cannot be the DPO as they are the Data Controller, and the DPO role has to be independent of the Data Controller. The DPO must have no conflict of interest so appointing existing school staff, who may process data, to the role is potentially difficult.

Northumberland Local Authority School Governance team can now offer a service level agreement to their schools to provide a named, independent Data Protection Officer.

The DPO will have:

- Expertise in National and European data protection laws and practices
- An in-depth understanding of GDPR, working towards all DPO's on the team achieving the recognised qualification
- Understanding of data processing operations and data security
- Access to NCC templates, processes and policies covering all aspects of GDPR compliance
- Knowledge of the relevant sector to the organisation
- Good communication skills – the DPO will be the public face of the organisation to the Information Commissioner's Office – and the public
- Ability to promote a data protection culture within the organisation.

The DPO will:

- Regularly attend the school to monitor and assess compliance with the regulations
- Advise and inform the school and its staff about their obligations in respect of GDPR and any other data protection legislation
- Provide training for staff and conduct audits of data systems as required
- Provide advice where required as regards to the data protection impact assessments (DPIAs) as well as monitoring compliance and performance
- Assess the severity of and need for escalation in respect of any data breach
- Address data breaches in a responsive and timely manner - advise on notification to supervisory authorities within the 72 hour timeframe
- Be the named point of contact with the ICO and data subjects.

The DPO will report to the Headteacher and Chair of Governors

Cost:

For schools who buy into the GDPR management tool: **£350** per school, plus **£1** per pupil.

For schools who do not buy into the GDPR management tool: **£700** per school, plus **£1** per pupil

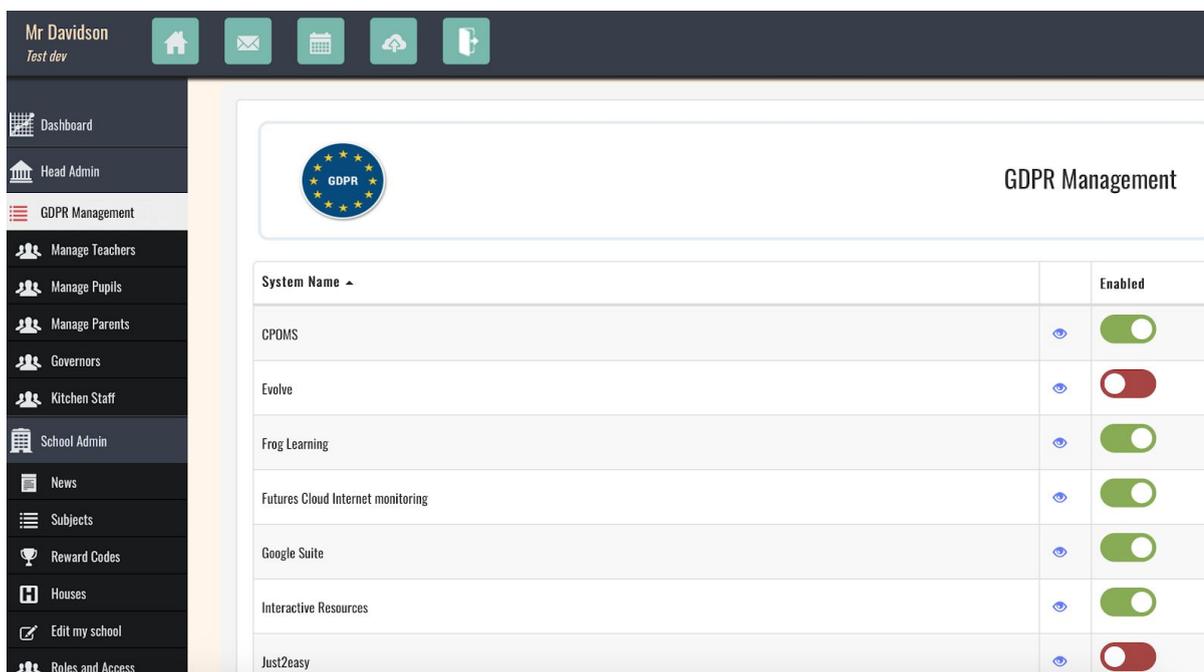
To sign up please visit <https://goo.gl/forms/na37CxcUvxfuUntt1>

GDPR Management tool

To support schools in responding to the demands of the new GDPR legislation the ICT curriculum team have produced an app which makes the management of GDPR much easier.

The app is integrated into School360 and is a tool for auditing school systems and compiling an asset register.

It comes pre populated with common core systems, for example SIMS, CPOMS, Schoolcomms etc, and also shares additional systems added by other schools.



The screenshot displays the GDPR Management tool interface. At the top, the user is identified as Mr Davidson (Test dev). The navigation menu includes options like Dashboard, Head Admin, GDPR Management, Manage Teachers, Manage Pupils, Manage Parents, Governors, Kitchen Staff, School Admin, News, Subjects, Reward Codes, Houses, Edit my school, and Roles and Access. The main content area features a 'GDPR Management' header with a European Union flag icon. Below this is a table listing various systems and their enabled status.

System Name	Enabled
CPOMS	<input checked="" type="checkbox"/>
Evolve	<input type="checkbox"/>
Frog Learning	<input checked="" type="checkbox"/>
Futures Cloud Internet monitoring	<input checked="" type="checkbox"/>
Google Suite	<input checked="" type="checkbox"/>
Interactive Resources	<input checked="" type="checkbox"/>
Just2easy	<input type="checkbox"/>

Simple 'switch' selection system for auditing and compiling asset register – pre configure with compliance details

The app provides a privacy policy and summary reports for Governors of systems & personal data items. It also provides a full report of all details, legal basis, consent, 3rd party compliance etc, and produces a Privacy notice with dynamic link for the school to publish on their website.

It links well with schools using the School Support Officers as their DPO, as the school is able to provide a login, enabling the SSO to use the tool to manage, monitor and support the school with GDPR.

Cost of the app is **£150** per annum for schools in SLA 2 School360 or **£250** for non SLA 2 users.

How to register for the GDPR management app

Email julie.keenlyside@northumberland.gov.uk with your name, school name & request for GDPR support app