



GDPR

In Schools

The General Data Protection Regulation (GDPR) enforcement was implemented on 25th May 2018.

What is GDPR?

It's a complete data protection game changer!

- strengthens & unifies data management
- mandatory to report data breaches within 72 hours
- 3rd party data processors must be GDPR compliant
- mandates need for formal contract and/or SLA
- issue fines for non-compliance up to €20 million or 4% of global turnover
- gives control to individuals

See inside for the ICO's "12 steps to take now" adapted for schools

"12 Steps to take now" for schools

1. Awareness

It is important that decision makers are aware that data protection law changed to incorporate the GDPR on 25th May 2018. This includes the head teacher/principal, governors/trustees, senior administration teams.

They must appreciate the impact the GDPR has and identify areas that could cause compliance problems.

2. Information you hold

Document and consider all personal data that is used and stored. This includes data for students, all staff, parents, suppliers, governors or trustees, regular service staff and consultants. If any records are made of individual names or other details, the process you use should be included. You may need to organise an information audit.



3. Communication Privacy Information

Review current privacy notices and make any necessary as a priority.

Please visit the [ICO's Privacy notices code of practice](#) for further information.

4. Individuals' rights

Check procedures to ensure they cover all individuals' rights, including how to delete personal data. Remember much data in school will be regarded as stored under the public interest umbrella (6(1)(e)).

Know how to provide data electronically in a commonly used format.



5. Subject Access requests

Update procedures and plan how to handle requests within the new one month timescale for information stored on an individual.

Remember there must be no charge.

6. Legal basis for processing personal data

Most data processed in schools will come under the public interest umbrella (6(1)(e)). Identify which does not and document it.

This is data which is lawfully processed and which is necessary to allow the school to function.

Ready or not, the new regulation is here

7. Consent

For data that is NOT processed under the public interest umbrella (6(1)(e)) carry out a review of how consent is sought, obtained and recorded.

Check existing records to see whether new consent should be sought.

8. Children

Schools already have systems in place to verify individuals' ages. As standard, they gather parental consent for the data processing activity. Identify any system where a student enters their name or other details online. Put processes in place for when a student reaches 16 as you will not automatically share data with parents.



9. Data breaches

It is essential that the correct procedures are in place to detect, report and investigate a personal data breach within the new timescale.

Familiarise all staff with these procedures.

10. Data protection by design and PIA

Become familiar with the ICO's guidance on Privacy Impact Assessments (PIA).

If, and when, new projects or processes are implemented use the PIA approach to assess risk and impact across the individuals affected.



11. Data Protection Officers (DPO)

Schools are classed as a public authority and therefore MUST designate a Data Protection Officer, to take responsibility for data protection compliance.

It is important to assess where this role will sit within school's structure and governance arrangements.

12. International

If the school operates internationally, determine under which data protection supervisory authority applies to you.

About GDPRiS

GDPR in Schools (GDPRiS) is a comprehensive data protection monitoring and management solution. An innovative cloud based tool that directs users to ensure full compliance with data protection law in the UK.

The software documents data flows, mapping and audit of all personal data, and prompts the use of SAQs. It will guide ALL school staff to a new level of data protection understanding.

GDPRiS is an essential tool for every Data Protection Officer whether supporting single or multiple schools.



GDPR
In Schools

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