HOW GDPRiS CAN HELP YOUR SCHOOL PREPARE FOR GDPR COMPLIANCE

GDPR is going to have a huge impact on your school, time really is starting to run out... here’s what you should have done, should be doing and when.

September 2017 - Awareness

Decision makers and key people in your school are aware that the data protection law is changing to GDPR and appreciate the impact this is likely to have.

Your school has identified areas that could cause compliance problems under GDPR and has recorded these on the organisation’s risk register.

Your school is raising awareness, across the organisation of the changes that are coming.

Using GDPRiS Free Resources
October 2017: Accountability

GDPRis provides a Documents & Training area

- Your school has started its review of the management and direction for data protection compliance in a framework of policies and procedures.
- Your school reviews its compliance with data protection policies and regularly reviews the effectiveness of data handling/processing activities and security controls.
- Your school has reviewed and started a needs-based data protection training programme for all staff.

November 2017: Information you hold

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- Your school has documented what personal data you hold, from where the data came and with whom it is shared.
- Your school has planned to work with your data processors to conduct an information audit across the organisation to map data flows.

December 2017: Data Protection by Design and DPIA

- Your school has implemented appropriate technical and organisational measures to show you have considered and integrated data protection into your processing activities.
- Your school understands when you must conduct a Data Protection Impact Assessment (DPIA) and has processes in place to action this.
- Your school has a DPIA framework which links to your existing risk management and project management processes.
January 2018: DPOs

1: Data Protection Lead in School

Your school has designated responsibility for data protection compliance to a suitable individual within the organisation.

REMEMBER, you are the data controller and therefore liable for any breaches or non-compliance.

2: Data Protection Officer (DPO)

Your school has appointed a DPO as required under GDPR to oversee your data protection processes and management, advise and guide you to compliance with GDPR.

Your school supports the data protection lead through provision of appropriate training and reporting mechanisms to senior management.

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January 2018: DPO and Legal basis for processing personal data

Your school has reviewed the various types of processing you and your data processors carry out.

You have identified your legal basis for your processing activities and documented this.

Your school has explained your legal basis for processing personal data in your privacy notice(s).

You should be attending BETT and seeking reassurance from as many of your suppliers as possible.
February 2018: Consent and Children

- Your school has reviewed how you seek, record and manage consent where required, ensuring your school has systems in place to obtain child, parent or guardian consent.
- Your school has reviewed the systems currently used to record consent and implemented appropriate mechanisms in order to ensure an effective audit trail.
- Your school has reviewed and communicated updated privacy information in a clear plain way that a child will understand.

March 2018: Communicating privacy information

- Your school has published and communicated its revised privacy notices.

March 2018: Individuals’ rights

- Your school has checked your procedures to ensure that you can deliver the rights of individuals under GDPR.

March 2018: Governance

- Your school has provided all updated policies to the governing body for approval.

March 2018: Staff Training

- Your school has carried out data protection training for all staff and has identified where further training may be needed.
Your school has reviewed your procedures and has plans in place for handling requests from individuals for access to their personal data within the new timescales outlined in the GDPR.

Your school has reviewed your procedures and has plans in place for how you will provide any additional information to requestors as required under the GDPR.

Your school has implemented appropriate procedures to ensure personal data breaches are detected, reported and investigated effectively.

Your school has mechanisms in place to assess and then report relevant breaches to the ICO where the individual is likely to suffer some form of damage e.g. through identity theft or confidentiality breach, and within the new timescales under GDPR.

Your school has mechanisms in place to notify affected individuals where the breach is likely to result in a high risk to their rights and freedoms.

This data protection monitoring tool, GDPRis, is going to make our compliance with GDPR so much easier to manage from here on in!

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