
DATA PROTECTION OFFICER SERVICE

Our Data Protection Officer Service is intended to assist schools and Multi Academy Trusts (MATs) in complying with the requirement to appointment such a role with the responsibilities set out in Article 39 of the General Data Protection Regulations (GDPR).

Our delivery of the Data Protection Officer role shall include:

1. Providing advice and guidance when required

We will appoint a designated consultant to manage your account. He/she will be an expert in this area and inform and advise your school or MAT, and your employees about the obligations that are required to comply with the GDPR and other data protection laws. This will be done by way of reports, information sheets and training. Telephone and email advice is also available for school or MAT leaders.

2. Creating and maintaining data records

We will assist you to create and maintain comprehensive records of all the data processing activities carried out by the school or MAT, including the purpose of all activities, which must be made public upon request.

3. Drafting data policies and procedures

We will assist you to devise and maintain policies and procedures to regulate your processing of personal data and set out how to interact with external bodies, regulatory authorities, data subjects and information seekers.

4. Providing accredited training for employees

We will offer training to your employees on compliance with GDPR and other data protection laws. Training will be given in two workshops and online. Our eLearning courses are available for all roles and employees within the school and are CPD accredited.

5. Acting as the first point of contact with authorities

We will be the first point of contact for supervisory authorities and for individuals whose data is processed.

6. Managing Subject Access Requests and those under Freedom of Information Act

We will manage enquiries under data protection and freedom of information laws, in that we will manage the data collection process, as carried out by your employees under our direction, and draft the various correspondences with the data subjects and regulatory authorities.

7. Conducting an annual audit of your data processes

In addition to providing regular updates, we will carry out an annual audit to provide an assessment of whether your school or MAT is following good data protection practice. The audit will look at whether you are following your policies and procedures and make recommendations for improvements including any new guidance from the ICO.