

- Replaces Data Protection Act 1998 and commenced 25th May 2018.
- Legislation that sets out principles on how every organisation collects and uses personal data.
- Personal data is anything that relates to an identifiable, living individual. From details in info systems, to emails, paper files, CCTV, audio recordings and photos etc.



GDPR Principles (similar to DPA) Part 1

1. Processing (anything you do with data) must be lawful, fair and transparent.
2. Data must be collected for specific purposes and only used in line with those purposes.
3. Collect and use the minimum data needed

GDPR Principles (similar to DPA) Part 2

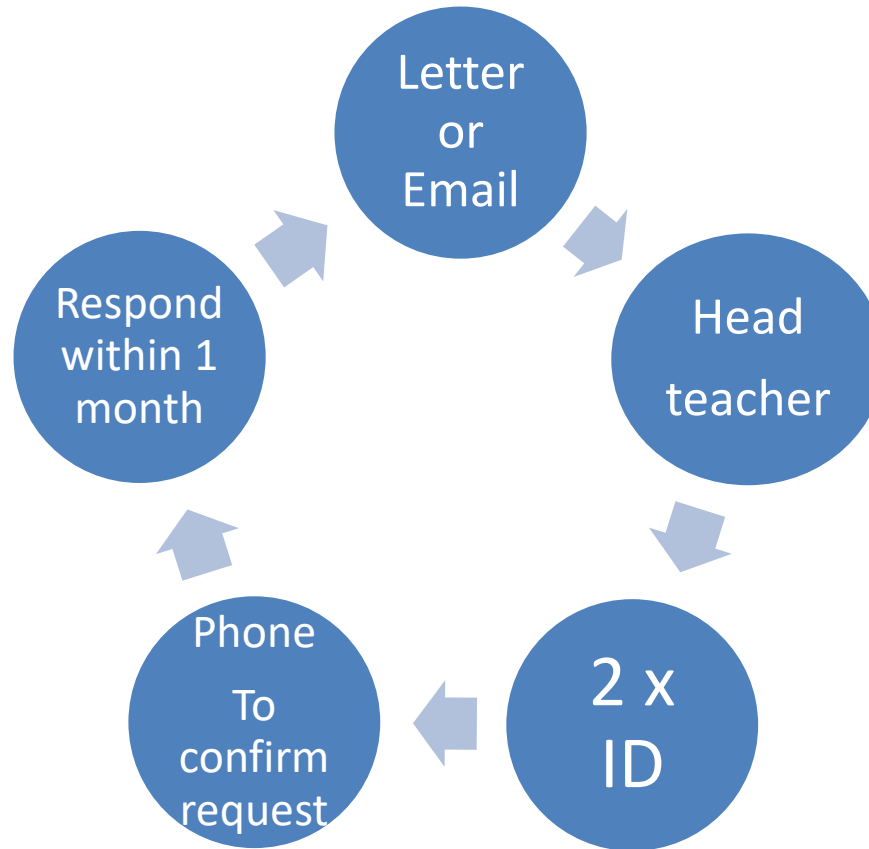
4. Take reasonable steps to ensure data is accurate and up to date.
5. Only keep personal data for as long as you need it.
6. Take all reasonable measures – technical and organisational (procedures, training etc.) - to keep the data secure
7. Accountability: “The controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

Things to think about:

- What can visitors see from where they are standing?
- What signing system do we use and is it secure?
- Medical Documents displayed on the walls?
- What's available on the shelves?
- What happens when you not there?
- Are memory sticks and laptops encrypted?
- Where are you passwords and usernames stored?
- Do you communicate with parents directly? School email!!!
- How do you store you emails from parents or sensitive ones
- If you have pupil data where is it stored?
- Are parents/ 3rd parties allowed to walk around unattended?



Subject Access Requests



Data Breach

What is a data breach?

- Report to the DPO via the Headteacher
- DPO to decide if the data was accidentally or unlawfully, lost, stolen, destroyed, altered, disclosed or made available to unauthorised people.

DPO



- Report to the Chair of Governors
- Measure the impact, consequences and seriousness on a case by case basis by category.

Reporting



- Report within 72 hours of breach.
- DPO to risk Assess.
- Each breach is reported and saved in central hosting.

ICO

