

Dear Head Teacher

ARE YOU GDPR COMPLIANT?

As the UK's leading provider of Primary School websites we wanted to take this opportunity to share some advice with you, which should help you become GDPR compliant.

Inside you will find a handy 8 step checklist which covers key areas that will help you in achieving GDPR compliancy.

If you would like any further assistance with your website or if you would like to hear how PrimarySite can improve your online presence and parental communications in a safe and compliant way, then please contact us.

We hope you find this useful.

Kind regards

The PrimarySite Team



GDPR in Schools

A Checklist To Help You
Become GDPR Compliant

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 PrimarySite

1. What General Data Protection Regulations (GDPR's) do you need to follow?

Schools are defined as a 'Public Authority' By the Data Protection Act. State schools in Scotland are not Public Authorities but under the control of the relevant local authority.

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

2. Do you need to appoint a data protection officer (DPO)?

Yes, you must appoint a DPO if you are a Public Authority. Some schools share a DPO via their Academy Trust or in a Federation with other schools. Each school must (whether they have their own DPO or not) have sufficient staff and skills to discharge your obligations under the GDPR.

3. What are the rules on data security under the GDPR?

The regulations require that all the personal data you hold in your school is processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. More guidance is available on the ICO website at;

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

4. Do you have a School privacy notice?

The Privacy notice discloses the ways a school gathers, uses, discloses, and manages a child/Parent/Guardian's data. It fulfils a legal requirement to protect privacy.

The GDPR sets out the information you should supply and when individuals should be informed.

5. What is a Data Breach, and who do you report it to?

The reporting of personal data breaches is a requirement where it is likely to result in a risk to the rights and freedoms of individuals. In these cases, the school (or controller of the data) will have to inform the affected individuals and the UK Supervisory Authority; Information Commissioner's Office (ICO)

6. Do you know how to deal with a Subject Access Request (SAR)?

Individuals have the right to access their own personal data. Requesting this from you is known as a Subject Access Request and has rules and timescales around providing it. In summary; individuals can make a SAR verbally or in writing, you have one month to respond to a request and in most circumstances, you cannot charge a fee to deal with a request.

7. Do you have 'Processor Agreements' with all your data processors?

As the 'Controller' of data you need to have a signed 'Data Processor Agreement' in place with any companies that process data on your behalf (known as 'Processors'). These include; website providers, uniform suppliers and school photographers.

PrimarySite have a Template Cover Letter and Processor Agreement which you are free to use on our website.

8. Statement of Compliance

PrimarySite also have a Statement of Compliance showing what we do to show GDPR Compliance. You are welcome to use this as a template for your own Compliance Statement if you wish.

For more information please refer to the ICO website:
www.ico.org.uk

