

GDPR (general data protection regulations)

As you will be aware from many of your online apps etc. there are about to be a new, and more detailed laws in place for Data Protection.

The last law regarding data protection was passed in 1998. Great Britain is now going to take on the new European laws and regulations regarding data and this needs to put into effect by May 25th. Britain was instrumental in creating these new laws and they will remain in place after Brexit.

There are a great many changes that the school must put in place, including the appointment of a Data Protection Officer, creating an active and working action plan and a launch for parents and carers and all stakeholders.

One document, which is mandatory, is the Privacy Notice. It is good practice to display this on the school's website.

The SLT and Admin have been on comprehensive CPD to ensure that the school will be compliant. We have been advised that to use an outside company to provide a GDPR service with a Data Protection Officer who is 'on call', 'in the know' and aware of any legislative changes.

To this end, the school has bought into the LA, SLA agreement and we have now had further training and our DPO (data protection officer) is called Andrew Maughan.

Key Governors will need to receive training on this matter and we are waiting for the LA to provide us with dates re a new workshop for staff and Governors.

What does this mean for school staff.

- The school will have a new 'clear desk policy'. Nothing should be left on desks especially anything pertaining to or naming individuals.
- No member of staff should ever use their personal email account and only ever use their school email address for school business. Emails should be anonymised and initials used instead whenever possible.
- Any work taken home or put in USB keys must be encrypted.
- No confidential sharing of information should ever be occur in public/corridors or staffroom etc. and needs to be discussed behind closed doors.
- All meeting with parents must be written up and anonymised and fact not opinion should be stated. Staff must remember that parents can request copies of these notes at any time and therefor recording in writing must be careful and measured.