

WHITE PAPER

GDPR: A PRACTICAL GUIDE FOR YOUR SCHOOL

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GDPR - WHAT THIS MEANS FOR YOU...

The General Data Protection Regulation or GDPR will replace the current Data Protection Act. GDPR legislation will be in place in May 2018 and you must comply with this by then. This is applicable to any organisation that collects and retains personal data. GDPR is similar to the Data Protection Act as it is associated with the safe processing and use of personal data. However, GDPR has a stronger focus on how schools will demonstrate their compliance with the regulation. GDPR also has categories associated within it, for example, ethnicity and religion, which are often already used by schools.

There are several key pillars to the GDPR legislation that you need to understand as a school. This will typically involve your SLT (Senior Leadership Team) or school board.

What do I need to think about in my school?

Within your school you need to think about your PERSONAL DATA ECOSYSTEM. This refers to all the software and hardware that your school uses to capture data. Furthermore, this also refers to the interflows between them.

Some examples of software where personal data may be collected include:

- Student Information Systems
- Cashless Catering
- School Website
- Parent Communications
- Curriculum Tools
- Payment Systems
- Identity Management Systems

When we talk about the inflow of personal data between several pieces of software, an example would be, a link between a Student Information System and a Parent Communication tool.

Not only is it the software that your school is using, but also the hardware. You need to think about the hardware used in your school also. For example, where is your hardware in the school and what is stored on it?

What about external bodies to my school?

As part of GDPR you will need to think about the personal data that is sent from your school to external bodies. For example, data might be shared with a Local Authority (LA) or Multi-Academy Trust (MAT).

You will need to also think about data stored by your organisation from people who applied for jobs. Along with this, you will need to think about how you store current employee data and also data about those who have left your school.

What's next?

The next part of the process for your school is to map this out. You can do this by literally taking a large piece of paper, a marker and drawing out your school's flow of personal data. You might want to do this with several colleagues from your Senior Leadership Team.

WHERE DO I START?

MAP THE PROCESS

STEP ONE

In order to begin, think about all the software your school uses to store personal data.

STEP TWO

Draw a diagram of all the data flows and onward flows of the software tools.

STEP THREE

You can now move to the next page to answer the questions around GDPR.

LET'S CONTINUE TO THE NEXT PAGE TO UNDERSTAND HOW YOUR SCHOOL CAN BECOME GDPR COMPLIANT

KEY QUESTIONS

GDPR COMPLIANCE

QUESTION TOPICS

- Scope
- Sharing
- Retention
- Access
- Security
- Own Readiness



Below are a list of questions associated with the topics listed which you must consider as part of your GDPR strategy as a school.

SCOPE

Which personal and special category data items are contained within that system?

SHARING

Does any personal data flow from that system onto anywhere else?

RETENTION

What is the systems Data Retention Policy? For example, if you were using a Student Information System, you should ask for that companies Data Retention Policy.

ACCESS

How would you get the information out of that system for a subject access request? For example, you may be asked to pull out all data from your Student Information System about one single person

SECURITY

How does the system ensure the security of personal data hosted by the company? For example, where is the server that hosts this data and how is it protected?

OWN READINESS

Is the system provider confident they will be GDPR compliant by the May 2018 deadline?

GDPR

RISKS TO BE AWARE OF...



HIGHLIGHTED RISKS BY THE DEPARTMENT FOR EDUCATION

SOFTWARE NOT ON YOUR RADAR

Your workforce may be using subject specific software in the classroom which could be storing personal data.

The key here is to ensure all of your workforce is involved in the process. You should bring GDPR up in teaching briefings and also ensure that a good level of awareness is communicated across the school.

INTERFLOW OF DATA

Your Data Protection Officer needs to be highly knowledgeable about GDPR in your school and what this means. There is software to help this process and it is available to purchase. But, in their role it is critical to ensure your school is GDPR compliant, to raise awareness and also perform internal audits.

GDPR

YOUR STEPS TO SUCCESS

1. MEET WITH YOUR TEAM

CREATE A MAP OF ALL PERSONAL DATA FLOWS

2. REVIEW THE KEY QUESTIONS

FROM SCOPE TO READINESS

3. ASSIGN A GDPR OFFICER

ASSIGN THIS RESPONSIBILITY

4. REVIEW YOUR INTERNAL POLICIES

FOR EXAMPLE, DATA PROTECTION AND RETENTION

5. INTERVIEW VENDORS

SPEAK TO YOUR SUPPLIERS ABOUT THEIR PLANS

6. MAKE THE CHANGE

MAKE THE NECESSARY CHANGES IN YOUR SCHOOL READY FOR THE GDPR MAY 2018 DEADLINE

THANK YOU FOR READING THIS GDPR WHITE PAPER.

IF YOU WOULD LIKE MORE INFORMATION ABOUT GDPR AND
HOW WEBANYWHERE CAN HELP, PLEASE CONTACT US ON:

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ACKNOWLEDGEMENTS

All information in this white paper has been gathered from the Department
for Education website -
<https://www.gov.uk/government/organisations/department-for-education>