

GDPR Report for Governors: October 2022

- Paul Wright (PW): Data Protection Officer (DPO).
- The DPO manages data protection activities, advises on data protection impact assessments, raises staff awareness and manages their training.
- All staff have received initial GDPR awareness training. This is ongoing and training will be given annually (think safeguarding and child protection training that is done annually too). This training will lead to a heightened awareness of data breaches and we are implementing a procedure for notifying the Information Commissioner's Office (ICO) within 72 hours of a data breach being reported.
- Privacy Notices/Data Protection Policy have been written up and shared with parents via our website. These state the reasons data is collected, where it is being stored and for how long.
- Consent forms for our childrens and parents/carers personal data and photos have been issued to parents. These are clear to what they are consenting for and the process in which they can withdraw their consent at any time.
- Consent forms have also been shared with staff.

PW Actions

- PW to review the Privacy Notices/Data Protection Policies
- PW/Office to ensure any new staff/governors have completed a consent form

Governor Actions/Implications

- School Governors should be using school email addresses '@newboldverdon.leics.sch.uk'. This will ensure that school data and information is not sent to personal or work email addresses.
- When a Governor leaves their role the email address can then be frozen (rather than deleted) to preserve correspondence should it be needed.
- Please ensure you have watched the 'GDPR Staff Awareness Video' located at:
https://www.youtube.com/watch?v=4yPxs4D9u_c
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- Ensure you have read the Governor Privacy Policy on our school website.
- To complete the attached Governor Consent Form allowing us to publish information on our website, circulate information to other Governors and share your details with other establishments where necessary.