

DPO Continuous Development Programme - Agenda

Running over four months, our DPO Continuous Development Programme is led by education GDPR expert lawyer Dai Durbridge who will provide you with all you need to stay up to date throughout the year. Delivered remotely via Zoom the interactive and engaging course is limited to 30 delegates per course and covers:

April 2021

For the first month, we revisit some key foundation stones of GDPR knowledge and focus on the most frequent issues arising in schools and academies over three, two-hour sessions.

20 April - 10:00-12:00:

- The lawful bases for processing data
- Obtaining, recording and using consent
- Managing biometric data

22 April - 10:00-12:00:

- Best practice for physical audits
- Reporting to your board - actions, outcomes and expectations

27 April - 10:00-12:00:

- Understanding and responding to subject access requests in your setting

29 April - 10:00-11:00:

- **Launch programme wrap-up:** One-hour wrap up session to revisit the topics covered and to discuss delegates' burning issues.

May 2021

11 May - 10:00-12:00:

- Retention and destruction of personal data - procedure, process and safe destruction
- Email storage and destruction
- Data minimisation

18 May - 10:00-11:00:

One-hour free form Q&A

25 May - 10:00-12:00:

- Effective staff training and updating - discharging your duty and evidencing
- The ongoing culture challenge
- The carrot, the stick and using your disciplinary policy

June 2021

8 June - 10:00-11:00:

One-hour free form Q&A

15 June - 10:00-12:00:

- Data Protection Impact assessments - the when, the how and why
- Sharing data safely
- Managing police disclosure requests

29 June - 10:00-11:00:

One-hour free form Q&A

July 2021

6 July - 10:00-12:00:

- Managing complex data breaches, including reporting, remedying and learning/improving

13 July - 10:00-11:00:

One-hour free form Q&A and session close