School DPO: 6 months on

The continual journey of development

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Today's Session

- Policies and Procedures

- Staff awareness

- Training and CPD

- Staff Culture

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Six Months On – where you should be

- Policies written, updated, embedded
- All staff trained
- DPO appointed
- Refresher training ongoing
- Knowledge-based training ongoing
- School staff culture changed

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Policies and Procedures

- Information Audit to identify policies

- Suite of DP policies

- Regular reviews

- All staff sign-off

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DP Policy Suite

- Data Protection Policy
- Individual Rights Policy
- CCTV Policy
- Data Management Policy
- Records Retention and Disposal Policy
- Subject Access Requests Policy & Procedure
- Privacy Notices – staff and pupils

All staff to read and sign off – DPO to file.

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Do staff understand?

- Sign-off alone insufficient

- Regular staff meetings

- Monitoring practice

- Asking questions

Staff Training

- DPO fully trained
- Whole school basic overview
- Targeted training for specific staff eg Admin, SENCO, Leadership Team, Governors
- Termly Refresher – INSET slot
- New staff induction
- Not a one-off

Whole School Overview

- Key changes to DPA
- Understanding the six principles
- What is personal data
- What are subject access requests and how they are managed
- When consent is required and how it's managed
- What is a privacy notice
- Link between DP and CP
- Breaches – Definition, Management, Outcomes

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Staff Specific Training

Admin Staff

- Personal Data – definition
- SARs – what they are & how they're managed
- Breaches – what to do
- Privacy Notice new parents/pupils
- Sending personal data through email
- Managing electronic files
- Managing paper files
- Consent and when it's used
- New pupil packs for parents

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Staff Specific Training

Leadership Team & Governors

- Understanding personal data
- Understanding school roles
- Coaching teams on DP
- How SARs are managed
- What to do if a breach is suspected
- Time for DPO refresher/updates
- Ensuring whole school DP culture

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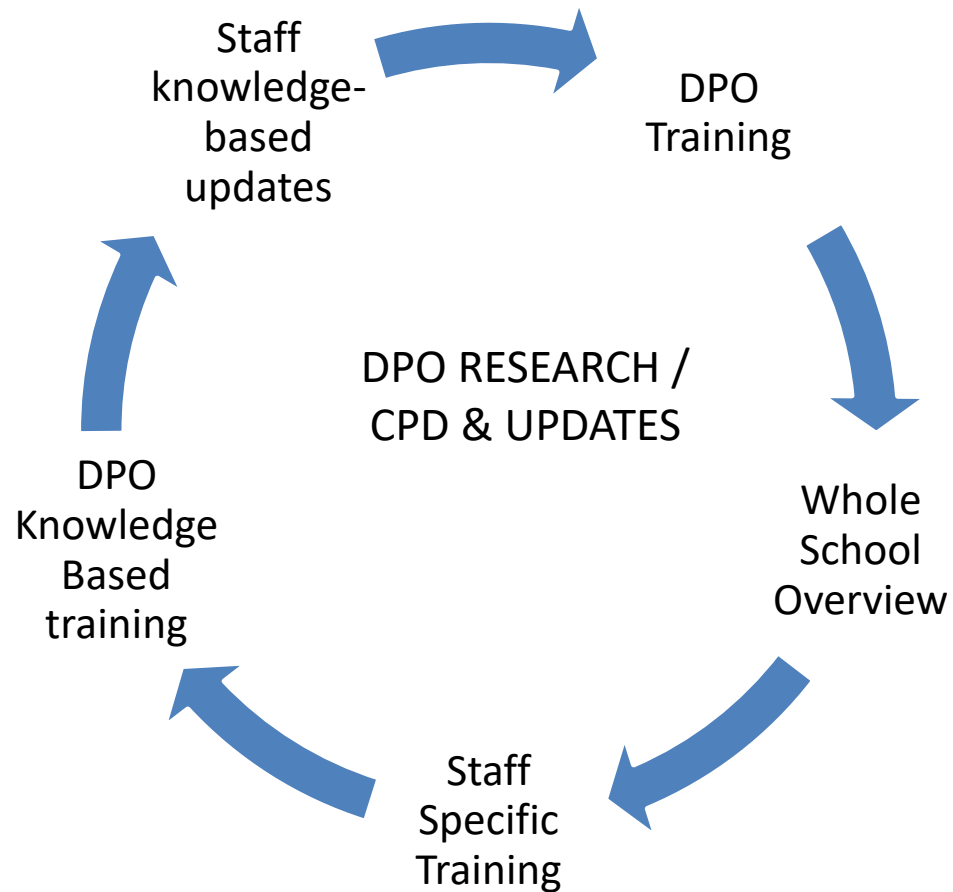
Staff Specific Training

SENCO / DSL

- Understanding personal data

- Managing sensitive personal data

- Email communications

- Pupil files

- SAR procedures

- What to do if a breach is suspected

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DPO Knowledge-Based Training

- Time per week for KBT
  - Research
  - Updates from ICO
  - Online Forums & Discussion Groups
  - Local DPO network group
  - Disseminate findings to staff

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Continued Training

Staff knowledge-based updates

DPO Training

DPO RESEARCH / CPD & UPDATES

Whole School Overview

DPO Knowledge Based training

Staff Specific Training

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Frequency

- 0.5 day max per week to research
- Monthly/half-termly/termly updates to staff
- Fortnightly/monthly emails to all staff with bite-size information/reminders
- *Learning Walk/Inspection* termly
- Annual DPO Refresher with DSL/Safeguarding

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It's all about the culture

- Teamwork

- Consistency

- Commitment to safeguarding = commitment to data protection

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Top Tips to Takeaway

- Set aside 0.5 days per week for CPD
- Go on unannounced learning walks
- Ensure staff are updated regularly
- If you see something wrong address it
- Report to governors regularly
- Email 2-3 bullet point reminders to staff regularly
- Keep on top of policies and procedures & ensure they're being followed.

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Questions and Discussions

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