

GDPR in a Nutshell

Why should I do this course?

This training course provides essential information and support surrounding the significant changes resulting from GDPR:

- Ensure all staff understand the key differences between the current Data Protection Act and GDPR.
- Understand what GDPR means in practice for your school & plan what changes are needed at an individual and whole-school level.
- Make use of practical tools and templates to carry out an information audit and ensure your school is compliant.
- Learn about the DPO and suitable appointment to the role.

Making the most of this course

- Each unit has been planned to last approximately one hour, but the duration will depend upon the length of time allocated to group discussion and activities.
- Units 1 & 2 are meant as a general overview for all-school staff. Ensure participants are provided with the necessary handouts to take away with them as a reference tool for day-to-day practice.
- Units 3 & 4 are more detailed, practical units aimed at those responsible for implementing GDPR in school. These sessions may require more time/discussion and there are some invaluable templates and tools to make use of.

Suggested participants

Units 1 & 2

- All school staff - both teaching and non-teaching.

Units 3 & 4

- Members of the Senior Leadership Team
- School Governors
- Data Protection Officers
- School Business Managers

1. An introduction to Data Protection and GDPR

Learn about the existing Data Protection Act, the facts about GDPR and the key differences between them.

- Learn what data protection is in a school environment
- Understand the importance of protecting individuals' privacy
- Explore what data schools collect and for what purpose
- Understand the rationale of GDPR

2. The GDPR in practice

Understand what GDPR means for your school and the effect it will have on school policies, processes and culture.

- Understand personal data in the school
- Discuss how to embed a culture of data protection
- Consider school policies related to data protection/GDPR
- Learn about the Legal Basis for Processing
- Explore the use of Data Protection Impact Assessments
- Learn about key changes to consent and how this will work in school
- Understand how staff can contribute to GDPR readiness

3. GDPR-readiness

Appreciate the benefits of a single compliance document as an essential tool to take you through the necessary practical steps to becoming GDPR-ready.

- Learn the benefits of a single compliance document
- Understand the importance of undertaking an information audit
- Understand Privacy Notices and when to use them
- Learn how to deal with Subject Access Requests

4. The Data Protection Officer

Learn about the role of a Data Protection Officer and guidance on appointing a DPO in your school.

- Understand the difference between a data controller and a data processor
- Discuss who can be a data protection officer
- Learn about the role of the Data Protection Officer
- Discuss options for appointing a Data Protection Officer
- Plan next steps for your school.