

Heamoor CP School
Data Protection Officer
Role Description

Data processing

Deal with freedom of information requests and subject access requests in line with legislation, including the Freedom of Information Act 2000.

Ensure the school (the data controller) handles and processes data in accordance with the General Data Protection Regulation (GDPR).

Ensure that data in use remains up-to-date and correct.

Ensure that data is destroyed in accordance with legal requirements when it falls outside of its retention period.

Ensure consent procedures meet the standards of the GDPR.

Ensure consent is sought prior to processing any data which cannot be done so under any other lawful basis, as outlined in Articles 6 and 9 of the GDPR.

Ensure that a consent record, which documents how and when consent was given, is kept and is up-to-date.

Where data is being processed by a third party, ensure appropriate consent is gained.

Ensure that, where a pupil is under the age of 16, or 13 where appropriate, parents have given consent on behalf of their child, unless the processing is related to preventative or counselling services offered directly to a pupil.

Keep comprehensive and accurate records of all data processing activities, detailing the purpose of the activity and making these records public upon request.

Inform data subjects of how their data will be used by the school, their rights for the data to be destroyed, their right to withdraw consent with regards to data where consent has been sought and the measures implemented by the school to protect individuals' personal information.

Prepare reports and management information on the school's level of risk related to data protection and processing performance.

Report to the highest management level of the school, e.g. the Governing Body.

Abide by confidentiality requirements in relation to the duties undertaken.

Ensure that, where data is outsourced to third parties, third parties uphold the same data protection standards as the school.

Ensure that the school enforces data processing agreements with any third parties it outsources data to.

Report any data breaches to the Information Commissioner's Office within the legal time frame.

School procedures

Ensure the school's data protection processes are in line with the GDPR.

Develop, implement and review the school's Fair Processing Notice.

Monitor the school's data protection processes.

Address any issues which are highlighted whilst monitoring the school's processes.

Monitor the performance of the school's data protection impact assessment and provide advice where requested.

Present reports regarding data processing at the school to the Senior Leadership Team and the Governing Body as requested.

Support other members of the school community regarding GDPR.

Cooperate with the supervisory authority, such as the LA of a maintained school.

Provide training and advice on data protection legislation and guidance.

Train and offer advice to staff members who are directly responsible for processing data.

Act as the first point of contact, in relation to data protection, for the school's Governing Body, Senior Leadership Team and staff members, as well as for individuals whose data is processed.