

## DATA SUBJECTS

IMPACTS:  
STAFF  
PARENTS  
CHILDREN  
VOLUNTEERS

WHAT DATA DO YOU HOLD?  
STUDENT EDUCATION DATA  
STUDENT MEDICAL DATA  
PARENT DATA  
STAFF EMPLOYMENT DATA  
STAFF HEALTH DATA  
DBS DATA  
SAFEGUARDING DATA  
SPECIAL NEEDS  
CONTRACTS WITH SUPPLIERS  
WEBSITE  
SCHOOL MEALS DATA  
CCTV

## RIGHTS

HOW WILL YOU RESPOND TO A REQUEST TO EXERCISE THOSE RIGHTS?  
DO YOU KNOW WHAT YOU NEED TO DO?  
DO YOU HAVE A PROCEDURE FOR DOING IT?

RIGHT TO BE INFORMED  
RIGHT OF ACCESS  
RIGHT TO RECTIFICATION  
RIGHT TO ERASURE  
RIGHT TO RESTRICT PROCESSING  
RIGHT TO DATA PORTABILITY  
RIGHT TO OBJECT  
RIGHTS RELATED TO AUTOMATED DECISION MAKING AND PROFILING

CONSENT: ONE POSSIBLE LEGAL BASIS  
MUST BE UNAMBIGUOUS & INVOLVE A CLEAR AFFIRMATIVE ACTION  
CLEAR RECORDS TO DEMONSTRATE CONSENT  
RIGHT TO WITHDRAW CONSENT  
GRANULAR CONSENT FOR DISTINCT PROCESSING OPERATIONS  
BANS PRE-TICKED OPT-IN BOXES  
SEPARATE FROM OTHER TERMS AND CONDITIONS

LAWFUL BASIS:  
FOR EACH OF THE TYPES OF DATA THAT YOU HAVE  
DO YOU KNOW THE LAWFUL BASIS FOR  
HOLDING AND PROCESSING IT?

**GDPR**  
GENERAL DATA  
PROTECTION REGULATION  
THE LAW IS CHANGING.  
MAY 2018



**SCHOOL?**

## GDPR MIND MAP FOR SCHOOLS

FOR MORE INFORMATION: [WWW.GDPR.SCHOOL](http://WWW.GDPR.SCHOOL)



LOTS OF USEFUL MATERIAL  
AND HELP FOR SCHOOLS  
[WWW.ICO.ORG.UK](http://WWW.ICO.ORG.UK)



BOARD OF GOVERNORS  
HOLD YOU ACCOUNTABLE  
TAKE THE LEAD  
DATA PROTECTION CHAMPION  
ASSURANCE RELATIONSHIP



TRAINING AND AWARENESS IS KEY:  
YOUR STAKEHOLDERS ARE YOUR BIGGEST ASSETS  
ENGAGING PARENTS  
ENGAGING AND TEACHING CHILDREN  
AWARENESS AND SUPPORT WITH THE BOARD OF GOVERNORS  
STAFF TRAINING AND COLLABORATION

## WHAT DO YOU NEED TO DO?

STEPS:  
COMMUNICATE THE CHANGE  
ICO SELF ASSESSMENT  
DATA AUDIT  
RISK AND LEGAL BASIS  
POLICY AND PROCEDURE GAPS  
UPDATE POLICIES AND PROCEDURES  
DATA PROTECTION OFFICER  
DATA PROTECTION IMPACT ASSESSMENTS  
TRAINING AND AWARENESS  
MONITORING AND ASSURANCE

RISKS - FROM A LOSS OF SENSITIVE DATA  
HARM TO THE DATA SUBJECT  
HARM TO THE REPUTATION OF THE SCHOOL  
BREACH OF THE REGULATION  
DATA PROTECTION IS NOT JUST WHAT HAPPENS  
UP TO MAY 2018 BUT BEYOND THAT.  
TAKE A LONG TERM VIEW, MAKE IT NORMAL TO:  
PLAN - DO - REVIEW - UPDATE

DATA IN

DATA OUT

## DATA AUDIT

CAN THE DATA IDENTIFY AN INDIVIDUAL?  
ALSO SENSITIVE, HEALTH RELATED INFORMATION?

WHAT DATA DO YOU HOLD?

WHERE DOES IT COME FROM?

WHAT DO YOU USE IT FOR?

WHO DO YOU SHARE IT WITH?

WHEN DON'T YOU NEED IT ANYMORE?

HOW DO YOU SECURELY DISPOSE OF IT?

DO YOU DETERMINE WHAT HAPPENS TO THE DATA? · DATA CONTROLLER  
DO YOU USE, STORE, TRANSMIT THE DATA? · DATA PROCESSOR  
DO YOU USE A DATA INTEGRATOR/EXTRACTION TOOLS? · POSSIBLE SUB-DATA PROCESSOR  
DO YOU SHARE THE DATA (CLOUD STORAGE, SUPPLIERS ETC) · ANOTHER DATA PROCESSOR

DO YOU HAVE CONTROL OF YOUR DATA?  
IS YOUR INFORMATION SECURITY POLICY UP TO DATE?  
IS THE WAY IT IS STORED SECURE? (AND IN WHICH COUNTRY)  
DO YOU HAVE AGREEMENTS WITH SUPPLIERS THAT STORE DATA?  
CAN THEY EVIDENCE COMPLIANCE?

