

Data Protection Service - Ensuring your data is protected

Schools handle very sensitive data and it's vital that all personal data collected is protected and more importantly handled in line with the current legislation. This service will help ease the pressure by supporting your school in adhering to the latest GDPR regulations. Our team of Data Protection Officers will supply you with the expertise, tools and advice you need to be compliant in this complicated world of what you can and can't do with data.



DATA PROTECTION OFFICER SLA - OVERVIEW

The service ensures that as the appointed DPO, the tasks outlined in Article 39 General Data Protection Regulation (GDPR) will be complied with:

Manage and advise on gathering, processing and storing personal data

- Provide advice and guidance on GDPR compliance
- Create and provide the organisation with a data processing map
- Conduct data mapping exercises
- Provide a Data Impact Assessment template
- Advise on the completion of Data Impact Assessments
- Provide a variety of GDPR templates

Liaise with regulatory bodies in the event of a data breach

- Work with organisations on managing Subject Access Requests (SARs)
- Investigate all data breaches on behalf of the organisation
- Work with the organisation on reporting data breaches where appropriate
- Provide organisations with actions taken on each data breach report
- Annual GDPR update

GDPR Compliance, support and training

- Undertake an annual GDPR Audit and provide accompanying report
- Provide staff and governor training
- Work with organisations on developing fit for purpose policies and procedures

COST

Pricing structure is based on the number of pupils within the school.

Product code: 38/BUS/003

COMPREHENSIVE GDPR AUDIT SERVICE

The audit consists of a review of a school's policy, practices and procedures towards GDPR.

The audit will consist of a review of:

- Governance and Accountability
- Records Management
- Security
- Subject Access Requests (SARs)
- Freedom of Information (FOIs)
- Breach Notification

All findings and recommendations will be included within a draft report which provides the school the opportunity to feedback their comments.

COST

POA for virtual or onsite audit

Product code: 38/BUS/002

Discounts for federations and MAT's

ADDITIONAL AD HOC SERVICES

Organisations can purchase additional services which are not included within this traded service:

- Additional GDPR training
- In-depth subject access request involvement
- Compliance with Freedom of Information requests
- Completion of data impact assessments

COST

POA

Product code: 38/BUS/004

BUSINESS SUPPORT SERVICES

Hackney Education offers a range of business support services, provided by specialists who understand the importance of effective systems and processes to support the day to day running of your school.

Please call Services for Schools on 020 8820 7566 or email s4s@hackney.gov.uk for further information.