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ST WERBURGH'S PRIMARY SCHOOL

DATA PROTECTION OFFICER

Background

The General Data Protection Regulation (GDPR) introduces onerous obligations on schools and, in particular, their requirement to appoint a Data Protection Officer (DPO)

St Werburgh's Primary School (the School) has appointed Bristol City Council Office of Data Protection to provide external DPO services.

DPO Contact Details

The contact details for the School's DPO are as follows:

Office of Data Protection
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR
odp.schools@bristol.gov.uk

Objectives and Benefits

The objectives of appointing an external DPO are to:

- avoid any conflicts of interest;
- create a level of independence that the GDPR requires in the performance of the DPO function

Anticipated Benefits

The major benefits anticipated from appointing an external DPO are to:

- obtain the services of a DPO who is professionally qualified and experienced in data protection law;
- gain a better understanding of the personal data that we collect and process;
- achieve improved compliance management.

Duties and Responsibilities of the DPO

The core duties and responsibilities of the School's Data Protection Officer will be as follows:

- To advise the School, the Head-teacher and the staff on their obligations under current data protection law, including the GDPR.
- To develop an understanding of the School's processing operations, information systems, data security processes and needs, and administrative rules and procedures.
- To monitor the School's compliance with data protection laws.
- To conduct internal data audits.
- To advise on, and assist the School with, carrying out data protection impact assessments, as and when necessary.
- To act as the School's principal point of contact for the Information Commissioner's Office (ICO) on matters including:
 - assisting the ICO to access documents and information from the School;
 - seeking advice from the ICO on data protection issues.
- To act as principal point of contact for individuals whose data is processed by the School (eg pupils, parents, staff and governors).
- To respond to any subject access requests.
- To respond to other requests regarding individual's rights over their data and how it is used by the School.
- To report to the Governing Board on the School's data protection compliance and associated risks.
- To lead the School's response to any reported personal data breach.
- To respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role.