**GDPR - Compliance Visit – 2022/23**

**Purpose of Visit:** To ensure the school is compliant with the GDPR and demonstrating best practise whilst dealing with any personal data. Please note this template is not exhaustive and should not be your sole method for ensuring compliance.

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| **ITEMS FOR CONSIDERATION** | **DISCUSSION POINTS** | **Notes** |
| **Data Breaches**  | Has the school had any data breaches? If so, could they have been avoided? Was the breach procedure followed? | Not this year but school know to contact me if there is.  |
| **Subject Access Requests**  | Has the school had any SARs? If so, were there any complexities or concerns when replying to the SAR? **Resources available: SAR Flow Chart. 5 minute GDPR refresher slides that can be added to any in house staff training. ICO Model Publication Scheme and Schools Guide to Information briefing note/documents. Support from DPO with this** | Sending resources staff just need to know if they are asked to refer request to School Office Manager |
| **Staff Training**  | Has training been provided to the staff to ensure they know how to comply with GDPR day to day? Does induction training for new staff include a section on GDPR? **Resources available: GDPRiS Posters. 5 minute GDPR refresher slides that can be added to any in house staff training. Full staff training from DPO.** | Yes Sending resources for any refresher/mew staff |
| **Retention of Personal Data**  | Has the school adopted the Records Management Schedule? Any support needed from the DPO?**Resource available: NCC Records Management Schedule if not yet in use.**  | Yes  |
| **Destruction of Personal Data**  | How do you destroy personal data? Could personal data easily be located and erased at request? Primary- retain whilst the child is at the school. Secondary- Date of birth + 25 years. **Resource available: NCC Records Management Schedule** | All safely shredded suing ‘Shred Station’ company |
| **ICO Registration** | Is the school registered with the ICO? **Resource available:** [**https://ico.org.uk/for-organisations/data-protection-fee/**](https://ico.org.uk/for-organisations/data-protection-fee/) **and** [**https://ico.org.uk/ESDWebPages/Search**](https://ico.org.uk/ESDWebPages/Search) | Yes  |
| **Policies and Procedures**  | Are all new projects, systems and initiatives reviewed during the planning stage to ensure data is handled correctly? Is the GDPR management tool updated accordingly to make sure the schools privacy notices are also up to date? Any updates needed now?**Resource available: GDPR Management Tool**   | Yes school know to contact me as needed |
| **Electronic Devices** | Are memory sticks still in use? Are chrome books or laptops being used instead for better encryption? Emails- are all staff and governors using a secure email account? Even better a school email for governors?  | School uses cloud based system all secure & staff know protocols around this |
| **Website Compliance**  | Are privacy notices and audit reports published on the schools website? Social media posts are uploaded with consideration of the GDPR? **Resource available: adding a pinned post to the top of a facebook or twitter page along the lines of ‘Our school \*\* page has strict Safeguarding rules which we must adhere to if we wish to continue running the page. One of these rules is that we will never post the name of a pupil as this is an open forum that anyone can view. By posting their name, this poses a Safeguarding risk to your child. We respectfully ask parents to not identify their child by name in anything they may comment on. Sadly, if a child is identified by name, we will have no alternative than to remove the whole post. Thank you for your cooperation. We will always be fully committed to keeping your child safe in school and online.’**  | Yes I’ve emailed additional docs over for uploading I would suggest adding the highlighted text to school facebook page |
| **Environment Audit**  | Consider:* Data on walls in classrooms, corridors and offices
* Lockable storage
* Information around the teachers area- desk, computer, notice board etc
* Tracking, SEND, healthcare folders/sheets
* Kitchen and communal areas such as library, intervention spaces and play spaces clear of data
 | Staff fully conversant with all aspects & display etc is fine |