GDPRiS
www.gdpr.school

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
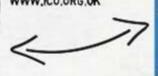BANS PRE-TICKED OPT-IN BOXES
SEPARATE FROM OTHER TERMS AND CONDITIONS

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?

DATA IN

DATA OUT

CAN THE DATA IDENTIFY AN INDIVIDUAL?
ALSO SENSITIVE, HEALTH RELATED INFORMATION?
WHAT DATA DO YOU HOLD?
WHERE DOES IT COME FROM?
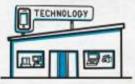WHAT DO YOU USE IT FOR?

DATA AUDIT

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

TECHNOLOGY

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?

GDPR MIND MAP FOR SCHOOLS

GDPRiS
www.gdpr.school

FOR MORE INFORMATION: WWW.GDPR.SCHOOL

LOTS OF USEFUL, MATERIAL
AND HELP FOR SCHOOLS
WWW.ICO.ORG.UK

Guide to the
General Data Protection
Regulation (GDPR)
ico.

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

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 REGUALTION
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

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