

# DATA PROTECTION TOP TIPS

NOVEMBER 2022

## Data Reform Bill

### Did you know that...

GDPR will not go away when the Data Reform Bill comes into force (early 2024), it will simply change a little with some of the current proposals being linked to:

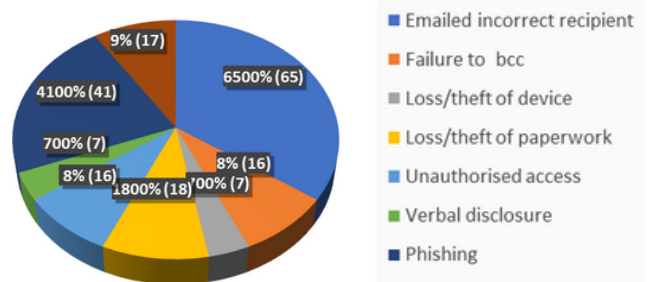
- New definition of personal data; Reform of the accountability framework; Cyber focus; Legitimate Interests; Subject Access Requests (SAR)
- There is no change proposed to breach reporting.

## Data Breaches

### Did you know that...

Educational establishments are responsible for the second highest number of breaches nationally (NHS being at the top of the table) with emails being the most common cause.

Education Breaches Q1 21/22



### Top tip...

Analyse your breach statistics and ensure that staff learn from their own and each other's breaches. Document what action you take after a breach is discovered to avoid reoccurrence.

## Educational Visits

### Top Tip...

Rather than taking data (emergency contact details, medical information, EHCP / safeguarding information etc.) out on a visit in paper format or on one device, why not set up a folder on the school's SharePoint with restricted access, into which all this information can be stored.

This can then be accessed by emergency contacts at home, in addition to all supervising staff on the visit, and easily deleted once the visit has returned.

It would be advisable to add into this folder a copy of all passports / EHICs / GHICs, just in case one is lost whilst away.



## Data Records and Retention

### Top Tip...

When moving paper documents to your archive / secure store, label them 'To be destroyed in MM/YY' in addition to labelling them with the contents and from / to dates. This makes it far easier when removing items upon expiry.

### Remember to...

Revisit the Data Retention Policy this year to ensure that expired records and documents are deleted or securely disposed of.

- Remind staff to delete expired electronic records for staff and students (when a student reaches the age of 25 and once a staff member has left the school for 7 years)
- Remember to look at the deletion/destruction of:

- Attendance register
- Examination papers and certificates
- Educational visit records
- Staff allegations / warning / disciplinary records
- SLT minutes
- Student risk assessments
- Visitors' books/signing in records

Good management of data and record retention is not only good example of GDPR compliance, but also makes it easier should you receive a SAR.

## Secondary Schools



Please begin to use the **GDPRiS** system to log breaches, SARs, and FOI requests.

Revisit data mapping with staff. Cross check with IT and finance records and then begin to transfer this information onto the system.

## CPD

For now, please request that staff, SLT and members of the LAB undertake the relevant **National College** GDPR training course.

## Support

Any queries relating to GDPR or complaints should be directed to **Linda Hayes, Data Protection Officer** for Redhill Academy Trust:



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