



The General Data Protection Regulation (GDPR)

On 25th May 2018, the data protection law changed to become the *General Data Protection Regulation* (GDPR). GDPR enforces a number of changes on the ways in which schools and businesses collect, store, use, manage, retain and eventually destroy the personal data of pupils, parents, staff, governors and others.

The *Information Commissioner's Office* (ICO) has made it clear that it sees compliance as being an ongoing process. By this, it means that it expected organisations to be in a compliant state by May 2018, but that future events will undoubtedly influence the way schools work and so their ways of complying with the law will need to evolve as time progresses.

Saint Cecilia's regularly undertook a review of its practices, systems and processes to enable compliance with the GDPR by May 2018 and continues to:

- ensure a senior staff member is named as the Data Protection Officer and provide appropriate training. The DPO is the School Business and Development Manager, Dave Cobb, and can be contacted via email: dcobb@saintcecilias.london or phone: 020 8780 6706.
- ensure that all school staff, governors, students and parents are aware of the legislation and how it affects them.
- review our Internal Data Security Policy to ensure that it is GDPR compliant.
- continuing data protection training using a variety of methods.
- update our knowledge of the personal data we hold, where it comes from, where it is kept, how it is used, what efforts are made to keep it secure and how it is destroyed when it ceases to be of use.
- consider the legal justification(s) for our processing of personal data to ensure that we have the right to do this and when we should ask for consent to process personal data.
- revise our protocols for conducting common data protection processes including, the completion of *Subject Access Requests (SAR)*, the assessment of data breach risks and managing data breaches..
- create *Privacy Notices* for pupils, parents, staff, governors and others to ensure that these groups understand why the school needs their personal data and what is done with it. Privacy Notices are updated annually and published on our website.
- conduct *Data Protection Impact Assessments (DPIA)*, where appropriate, to accurately identify, measure and minimise privacy risks associated with specific data processing activities.
- review our systems and processes to ensure that all data subjects are provided with opportunities to make use of their various rights under the GDPR.
- review and update our security measures and ways of working to strengthen compliance and ensuring that none of the school's personal data remains in the possession of third parties when they can no longer justify holding it.