



Inspiring minds through opportunity

**Headteacher:** Gillian Kemp

**Enquiries:** [admin@cyriljackson.towerhamlets.sch.uk](mailto:admin@cyriljackson.towerhamlets.sch.uk)

[www.cyriljackson.towerhamlets.sch.uk](http://www.cyriljackson.towerhamlets.sch.uk)

## GDPR – NOTE TO STAFF

### **GDPR – Note to Staff**

The General Data Protection Regulation (GDPR) is a European law which comes into effect on the 25th May 2018 requiring Cyril Jackson to demonstrate that data protection is a corner stone of our policies and practices.

A key part of the legislation is that of accountability through a comprehensive framework including mandatory documented policies, procedures and records within our schools.

An overview of the critical changes are:

- Comes into effect on 25 May 2018
- New subjects' right to compensation
- New specific consent with evidence and rights to withdraw consent
- New subject right to be forgotten (deletion)
- 1 Month for subject access requests with charges removed
- Mandatory privacy impact assessments
- Mandatory documentation of compliance
- Mandatory breach notifications within 72 hrs of discovery
- Fines of up to €20 Million (or 4% of global turnover)\*

\* There are levels of non-monetary fines available to the ICO including undertakings and enforcement notices, which will be considered for organisations who have demonstrated a privacy culture within their school but have experienced a data breach.

#### **North Building**

51 Three Colt Street, Limehouse, London, E14 8HH

**Tel:** 020 7987 3737 **Fax:** 020 7517 9345

#### **South Building**

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**Tel:** 020 7987 3737 **Fax:** 020 7538 9108





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### ***What's changing?***

We have updated our 'Privacy Notices' for staff and parents in line with these changes and include:

- Our legal reasons for using your information
- Your new rights relating to the information we hold about you.

We also updated all of our policies as they relate to Data Protection

We have developed a Data Incidents and Breaches Procedure

We have appointed a Data Protection Officer. The Data Protection Officer at Cyril Jackson is Gurmeet Kaur: [dpo@cyriljackson.towerhamlets.sch.uk](mailto:dpo@cyriljackson.towerhamlets.sch.uk)

### ***Creating and demonstrating a privacy culture***

According to the International Association of Privacy Professionals (IAPP) the most common privacy breaches happen when data is stolen, lost or mistakenly disclosed. The recommendation for addressing this successfully is the development of an environment where protecting data privacy is in the mind of every staff member whenever that person handles personal information – a privacy culture. You are all be familiar with the concept of safeguarding and this can be considered as safeguarding the personal information of your colleagues and our pupils.

### ***What we will do***

A privacy culture is best implemented through awareness, training and support of all staff within the school who may handle personal data. Alongside the revision of all of our Data Protection Policies and Procedures, there will be training arranged for all staff to be delivered in the near future.

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We have completed an information audit, identifying the personal data we hold on staff and pupils. The findings of this audit will become an Information Asset Register, documenting the data held, the reason for collecting it, who we share it with and how long we keep it for.

We are currently auditing our IT infrastructure to ensure we have adequate technological and physical security of hardware and electronic or hard copies or personal data including backups, antivirus software, critical updates to operating systems, securing critical servers and filing cabinets.

We are likely to restrict the movement of files almost entirely and introduce clear guidelines regarding the access to school based personal data, either within the school network or via remote access only. This will remove the need for potentially insecure printouts, USB sticks containing temporary backups and insecure transmission via email, therefore greatly reducing the risks involved with handling personal data.

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### ***What you need to do***

1. Read and become familiar with the privacy statements, both for staff as well as parents and pupils
2. Read and become familiar with the revised Data Protection Policy and the Use of Email Policy
3. Understand what you need to do when you suspect you have made or there has been a data breach.
4. Actively participate in the training (that is currently being arranged)
5. Think twice before transmitting any personal data via email, even within the school
6. Treat files like you would like your own data to be handled or, indeed, like your mobile phone or your wallet – if you have to transport files contained personal information (in any form: electronic or hard copy), keep them on you at all times
7. Be aware that disciplinary action may be taken against any member of staff who fails to comply with or commits a breach of this Policy
8. Remember that data privacy should never trump safeguarding policies. The ICO data sharing checklist specifies a condition for sharing data as “If there is a risk to an individual, or society, of sharing or not sharing the information

### ***How can you find out more about GDPR?***

The DfE have published a [Data Protection Toolkit for Schools](#)

The [ICO](#) website has a wealth of useful resources including tools, myth buster videos, training materials and updates on the new Data Protection Bill

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