



News Bulletin 2019/20

Edition 4 Risk Management and Reassurance

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Please share this bulletin (“in-house” only!) with colleagues and governors and put it on the noticeboard!

DS support circa 7,250 staff and 57,200 pupils/students across our areas’ community and education sectors.

Welcome to our fourth Bulletin of the year, and my goodness what an unusual few weeks we’ve had!

Looks like something saying that the national risk register rating for many years putting a pandemic at the top of the scale has proven, in spades, to be correct. We are now living in extremely challenging times where some of our business risk management, business continuity planning, good health practices and HS&W will stand us in good stead. However, as we are discovering, in amongst all of the instructions and details emerging from the Government, sometimes it can be confusing and unhelpful, and there can be many unusual situations that you are all confronted with.

We'll do our best to keep up to date and share information and advice with you and answer your questions as soon as possible. Do please keep sharing your nuggets with us so we can let others know too.

In the mix we are keeping an eye on ourselves, of course, and then there’s our meetings and training offers to think about too. As we get further information, we'll let you know/discuss with you how best to proceed. Please do continue to book any training in the usual way and we will be in touch if we need to make any changes to your bookings.

We hope that you stay safe and healthy during these challenging times and that the spring will be bring you all some much needed respite.

Best wishes,
Delegated Services



Picture courtesy of:

https://live.staticflickr.com/1102/4597841521_77f7dc6cc5_b.jpg

Caroline Harrison – The Data Information Audit (Data Mapping)

Caroline Harrison is DS' GDPR Specialist. Today she talks us through the Data Information Audit and the best way to go about it as painlessly as possible!



As a Data Protection Officer in Education, my days consist of supporting, guiding and implementing compliant GDPR and Data Protection processes and procedures in primary schools, secondary schools and Multi Academy Trusts.

A significant and sometimes feared project, is the creation of the Data Information Audit, an exercise in 'data mapping'; where you keep data, why you keep data and how you process that data in a compliant way ensuring there are robust data sharing agreements in place when it is shared with a third party.

A highly relevant topic given the recent news that a data intelligence firm (whose clients include gambling companies) were able to access data on 28 million pupils under the age of 14 from a Department for Education database.

Whilst some schools have exceptional process and data audits in place and treat their data as a valuable asset just like any other asset, others don't have access to the expertise and knowledge required to create, maintain and manage the Data Information Audit.

My message to you is:

1. **Create the Data Information Audit with help from your Data Protection Officer, IT support teams or an external Data Protection expert.**
2. **Make sure the template or software you use is robust and contains all required fields to collate the data required, some of which are noted below;**
 - What personal information is retained and processed by the setting?
 - How this personal information is processed, shared and with who
 - Where the personal information is stored
 - What security protocols are in place to protect the information
 - The lawful basis for processing the information
 - Whether consent was obtained to process the information
 - Whether the information is shared with a third party
 - Whether there is a GDPR compliant data sharing agreement in place with the third party
3. **Remember that all information held by the school, regardless of its form, should be captured in the audit.**

The Data Information Audit is designed to allow organisations to understand and locate the information they create, hold, share and process and relates to the Data Protection Act (DPA) 2018, the General Data Protection Regulation (GDPR) and the Freedom of Information act 2000. Please email Bill Crocker at bill.crocker@delegatedservices.org for further information.

Delegated Services is a not for profit, community interest company providing affordable, expert and comprehensive support services, in partnership with schools and community organisations.

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