



Roundwood Primary School

To Learn - To Live - Together

GDPR POLICY

Policy statement and objectives

The objectives of this Data Protection Policy are to ensure that Roundwood Primary (the School) and its governors and employees are informed about, and comply with, their obligations under the General Data Protection Regulation (GDPR) and other data protection legislation.

The School is a community school and is the Data Controller for all the Personal Data processed by the School. Everyone has rights with regard to how their personal information is handled. During the course of our activities we will process personal information about a number of different groups of people and we recognise that we need to treat it in an appropriate and lawful manner.

The type of information that we may be required to handle include details of job applicants, current, past and prospective employees, pupils, parents / carers and other members of pupils' families, governors, suppliers and other individuals that we communicate with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the GDPR and other legislation. The GDPR imposes restrictions on how we may use that information.

This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy by members of staff will be taken seriously and may result in disciplinary action and serious breaches may result in dismissal. Breach of the GDPR may expose the School to enforcement action by the Information Commissioner's Office (ICO), including the risk of fines. Furthermore, certain breaches of the Act can give rise to personal criminal liability for the School's employees. At the very least, a breach of the GDPR could damage our reputation and have serious consequences for the School and for our stakeholders.

Status of the policy

This policy has been approved by the Governing Board. It sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

Data Protection Officer

The Data Protection Officer (DPO) is responsible for ensuring the School is compliant with the GDPR and with this policy. This post is held by Suzanne Davis, Associate Governor, dpo@roundwoodprimary.herts.sch.uk. Any questions or concerns about the operation of this policy should be referred in the first instance to the DPO.

The DPO will play a major role in embedding essential aspects of the GDPR into the School's culture, from ensuring the data protection principles are respected to preserving data subject rights, recording data processing activities and ensuring the security of processing.

The DPO should be involved, in a timely manner, in all issues relating to the protection of personal data. To do this, the GDPR requires that DPOs are provided with the necessary support and resources to enable the DPO to effectively carry out their tasks. Factors that should be considered include the following:

- senior management support;
- time for DPOs to fulfil their duties;
- adequate financial resources, infrastructure (premises, facilities and equipment) and staff where appropriate;
- official communication of the designation of the DPO to make known existence and function within the organisation;
- access to other services, such as HR, IT and security, who should provide support to the DPO;
- continuous training so that DPOs can stay up to date with regard to data protection developments;
- whether the School should give the DPO access to external legal advice to advise the DPO on their responsibilities under this Data Protection Policy.

despite the DPO's advice to the contrary, the DPO should be given the opportunity to make their dissenting opinion clear to the Governing Board and to any other decision makers.

A DPO appointed internally by the School is permitted to undertake other tasks and duties for the organisation, but these must not result in a conflict of interests with his or her role as DPO. It follows that any conflict of interests between the individual's role as DPO and other roles the individual may have within the organisation impinge on the DPO's ability to remain independent.

In order to avoid conflicts the DPO cannot hold another position within the organisation that involves determining the purposes and means of processing personal data. Senior management positions such as chief executive, chief financial officer, head of marketing, head of IT or head of human resources positions are likely to cause conflicts. Some other positions may involve determining the purposes and means of processing, which will rule them out as feasible roles for DPOs.



Roundwood Primary School

To Learn - To Live - Together

GDPR POLICY

The DPO is responsible for ensuring that the School's Processing operations adequately safeguard Personal Data, in line with legal requirements. This means that the governance structure within the School must ensure the independence of the DPO.

The School will ensure that the DPO does not receive instructions in respect of the carrying out of their tasks, which means that the DPO must not be instructed how to deal with a matter, such as how to investigate a complaint or what result should be achieved. Further, the DPO should report directly to the highest management level, i.e. the Governing Body.

The requirement that the DPO reports directly to the Governing Body ensures that the School's governors are made aware of the pertinent data protection issues. In the event that the School decides to take a certain course of action despite the DPO's advice to the contrary, the DPO should be given the opportunity to make their dissenting opinion clear to the Governing Board and to any other decision makers.

A DPO appointed internally by the School is permitted to undertake other tasks and duties for the organisation, but these must not result in a conflict of interests with his or her role as DPO. It follows that any conflict of interests between the individual's role as DPO and other roles the individual may have within the organisation impinge on the DPO's ability to remain independent.

In order to avoid conflicts the DPO cannot hold another position within the organisation that involves determining the purposes and means of processing personal data. Senior management positions such as chief executive, chief financial officer, head of marketing, head of IT or head of human resources positions are likely to cause conflicts. Some other positions may involve determining the purposes and means of processing, which will rule them out as feasible roles for DPOs.

- In the light of this and in the event that the School decides to appoint an internal DPO, the School will take the following action in order to avoid conflicts of interests:
- identify the positions incompatible with the function of DPO;
- draw up internal rules to this effect in order to avoid conflicts of interests which may include, for example, allocating some of the DPO's other duties to other members of staff, appointing a deputy DPO and / or obtaining advice from an external advisor if appropriate;
- include a more general explanation of conflicts of interests; and include safeguards in the internal rules of the organisation and ensure that the job specification for the position of DPO or the service contract is sufficiently precise and detailed to avoid conflicts of interest.

If you consider that the policy has not been followed in respect of Personal Data about yourself or others you should raise the matter with the DPO.