

POLICY TYPE: PRESCRIBED
ACTION: FOR SCHOOL ADOPTION

Approval Body: SDBEMAT BOARD
Approval Date: SEPTEMBER 2021
Version: 3 (SEPTEMBER 2021)
Policy Ref: GDPRPHLRD



**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

GDPR POLICY HANDBOOK

GDPR LEAD ROLE DESCRIPTION

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KEY RESPONSIBILITIES AND TASKS:

- Act as the key contact within school for the SDBE MAT Data Protection Officer (DPO)
- Undertake relevant training as prescribed by the SDBE MAT
- Promptly report (within 24 hours) any data breaches within school to the SDBE MAT DPO
- Assist SDBE MAT DPO with reporting data breaches to the Information Commissioner's Office
- Develop an ethos and culture within school for best practice around data protection
- Regularly review GDPR information, guidance and resources on SDBE MAT website
- Oversee and distribute information and training around GDPR
- Ensure records are kept in relation to GDPR training for staff
- Ensure relevant Privacy Notices are issued to individuals, as necessary (staff, parents, etc.)
- Identify and monitor the data processors at work, ensuring that they deal with data in a manner consistent with data protection principles
- Monitor data management procedures within school ensuring compliance with GDPR
- Lead on the response to requests for information by data subjects, ensuring they are addressed within legal timeframes
- Ensure data is destroyed when necessary in line with published guidelines
- Perform regular audits and spot-checks to ensure procedures are compliant with regulations

