

Job Title: Schools Data Protection Officer	Directorate: Education, performance & planning, Schools ICT
Responsible to following manager: Gary Hipple	

Job Purpose

- To fulfil the legal role of Data Protection Officer for Schools.
- To champion data protection and privacy in schools, including raising awareness of the importance of effective practice and consequences of non-compliance.

Specific Duties and Responsibilities

- Develop an in depth understanding of Schools processing operations, information systems, data security processes and needs
- Devise and deliver a programme of work for schools in compliance with the GDPR, including a gap analysis of the School's policies and procedures
- Review and monitor compliance with Data Protection legislation and data protection policies, including spot check and audits
- Support school's development of an Information Asset Register and implement a process to ensure the ongoing maintenance of the Asset Register as part of any ongoing development processes
- Undertake and advise on data protection impact assessments and monitor existing projects
- Inform and advise the School/organisation and staff who process personal data of their obligations
- Monitor changes in data protection law and regulations and recommend relevant updates to policies, processes and procedures, including drafting appropriate amendments where requested
- To liaise with the Council's corporate data protection staff for sharing of development and training and consistency of best practice.
- Design and deliver data protection training and guidance to staff to increase school wide awareness of the GDPR and staff capability to comply with the Regulation
- To lead for all schools on any data breach investigations and notifications
- Develop a strategy for a Data Protection by Design approach for the School or organisation
- Advise senior staff (i.e. Headteachers, Deputy Heads, Senior Leadership Teams, and Governing Bodies in Schools or Senior Managers, Senior Management Teams, Board Members etc) on Data Protection issues, significant risks and incidents