



Derby City Council

Data Protection and Information Governance Advice Services

Who are we?

Derby City Councils Information Governance Team is widely experienced in all areas and utilise that knowledge to assist schools in the area with all matters relating to Information Governance and Data Protection.

We are continually evolving and adapting our services to provide the best support possible to Derby Schools.

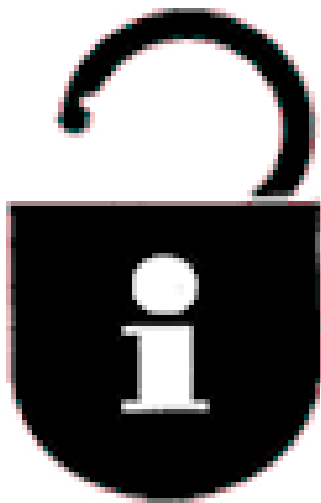
Schools have an obligation to comply with the General Data Protection Regulation and Data Protection Act 2018. There are many factors to consider with continuous changes and updates to consider. We are here to help schools navigate through and ensure they comply. For example schools are required to appoint a Data Protection Officer (DPO), we are able to provide an experienced DPO who is a professional expert in local and European data protection laws and practices



What can we offer you?

We offer 2 different levels of services depending on your schools needs . This includes template policies and procedures , access to our in-house team and updates on changes to Data Protection legislation.

As part of our services you also get access to 3 Egress Switch accounts that allow information to be shared confidentially via encryption services.



Our Services

We provide two different level of service which you can choose depending on your needs;

1. Higher Level Package – Option A Subscription
2. Standard Package – Option B Subscription
3. Additional Egress Licences



Standard Subscription (Option B)

Our Standard subscription Information Governance Advice Package focuses advice and assistance to ensure compliance with Data Protection Act 2018, Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Surveillance Code of Practice.

What can we advise and support on?

- General Data Protection advice.
- Freedom of Information Act 2000 & Environmental Information Regulations
- Code of practice and other policies
- Use of CCTV in school & photography as well as other policies
- Information security & use of secure email.
- Use of electronic devices (laptops, mobile phones, etc) both inside and outside of school.
- Information Sharing, including support on getting documentation in place.
- Record retention
- Secure transfer of pupil data & taking the information home
- Help reduce the risk of security breaches.

What do you get?

- Three users licenses for Egress Switch encrypted email
- Annual renewal of your ICO Register entry.
- Template policies (e.g. for Data Protection and Freedom of Information).
- Yearly review of your Data Protection related procedures.
- Training for key staff and induction training sessions for new employees .
- Quarterly newsletter promoting awareness on key topics
- Updates on changes in guidance and legislation.
- Support before and during Ofsted inspections.
- Access to online information and guidance
- Specialist assistance in carrying out investigations into actual or suspected breaches of Data Protection and Information Security and the provision of solutions to prevent further occurrences.

Higher Level Subscription (Option A)

Our Higher Level Subscription package includes everything already listed as part of the standard package with the addition of a Data Protection Officer (DPO) to fulfil the statutory position and wider Information Governance advice.

Why do you need a DPO?

It is a mandatory requirement of GDPR for all schools to appoint a DPO. Due to conflicts of interest it is advised that a person with a significant processing role (for example head teacher or SBM) should not be the DPO. This service is offered to assist school in adhering to this legislative requirement



Additional Services provided as DPO

- Monitoring performance, performing data protection impact assessments.
- Providing advice and support to put in place a remediation plan after ICO inspections
- Contacting data subjects or parents to inform them about how their data is being used.
- Compliance with Data Protection requirements provided in relation to personal data sharing with third parties. Including Information Sharing Agreement or Information Processing Agreement, Subject Access Requests , and exemptions

Benefits of our Services

- Supporting a school to remain compliant with all relevant statutory legislation.
- Access to a specialist, skilled, trained and knowledgeable in-house team who can provide advice and support on all aspects of Information Security, Data Protection and Freedom of Information in relation to the school environment.
- Supporting you to remain compliant with relevant statutory legislation.
- Reduced risk of security breaches that could result in a significant fine from the Information Commissioner's Office. Financial penalties may be up to the equivalent of €20m or 4% of annual turnover.
- Reduced risk of negative media attention and damage to school's reputation.
- Access to an annual training session that will benefit new heads, governors, new employees and will keep schools abreast of new legislation and guidance.
- Access to a dedicated web portal containing a whole range of advice and guidance for subscribed schools only.
- Data Protection Officer School's representation at Information Commissioner's Office.*
- Advice by the Data Protection Officer who is a professional expert in local and European data protection laws and practices that offers schools full support *
- Data Protection Officer provides a permanent supervisor in processing activities.*

Contact Us

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