Clarity Independent School

Responsibilities of the Data Protection Officer

DPOs:

- Advise the school and its employees of their obligations under relevant UK data protection laws, including the UK GDPR
- Monitor compliance with UK data protection law, by:
  - Collecting information to identify data processing activities
  - Analysing and checking the compliance of data processing activities
  - Informing, advising and issuing recommendations to the school
- Ensure the school's policies are followed within the school, by:
  - Assigning responsibilities to staff members
  - Raising awareness of UK data protection law, including the UK GDPR, across the school
  - Training staff
  - Conducting internal audits

DPOs advise schools of their obligations under UK data protection law

- Advise on and assist the school with carrying out data protection impact assessments, if necessary
- Act as a contact point for the Information Commissioner's Office (ICO) (as the 'supervisory authority'), involving:
  - Helping the ICO to access documents and information
  - Seeking advice on data protection issues
- Act as a contact point for individuals whose data is processed (staff, pupils and parents, for example)
- Take a risk-based approach to data protection, involving:
  - Prioritising the higher-risk areas of data protection and focusing on these the most
  - Using their common sense to advise the school on whether it should conduct an audit, provide training in certain areas, and determine what the DPO should spend the most time doing

SASC
Approved Assessor for Disabled Students' Allowance

Dyslexia Action
Taking Action • Changing Lives
Guild Member Assessment Practising Certificate holder

INPP
INPP Practitioner

British Dyslexia Association
AMBDA Status

Clarity SEN Consultancy Ltd. Company Number: 11567895 DfE Number: 881/6073. URN: 146 804
Bridge Farm Barn (Opposite Mayes Lane), Woodhill Road, Sandon, CM2 7SG **Tel:** 01245 408 606
Email: admin@clarity.essex.sch.uk **Web:** www.clarity.essex.sch.uk

The DPO may also be assigned additional tasks – for example, maintaining a record of the school's processing operations.

DPOs are NOT ultimately responsible for compliance. The school is ultimately responsible for meeting the requirements of the UK GDPR, not the DPO.

Qualities and experience

- Expertise in UK data protection laws and practices, including the UK GDPR
- Understanding of the processing carried out by the school
- Understanding of information technologies and data security
- Knowledge of the school sector, and the school itself
- The ability to promote a data protection culture within the school

School's obligations regarding the DPO

The school will ensure that the DPO:

- Is closely involved, in a timely manner, in all issues that relate to the protection of personal data
- Is given appropriate access to the information they need to perform their duties
- Is provided with necessary resources to meet their obligations and maintain their expert knowledge

The school must also publish the contact details of your DPO, and communicate them to the ICO.

The school will provide you with the 'Necessary resources':

- Active support from governors/trustees
- Sufficient time to fulfil their duties
- A suitable budget, help from staff, and the use of premises, facilities and equipment
- That the purpose of the DPO is communicated to all staff in the school
- Access to, and support from services such as HR, legal, IT and security
- Continuous training
- A team of staff to support the DPO (depending on the size and structure of the school)

POSITIVE ABOUT DISABLED PEOPLE