



Thrupp Primary School

Role description:

Data Protection Officer (DPO)

Main purpose

The DPO is responsible for monitoring compliance with current UK data protection law and the school's data protection policies, and has the knowledge, support and authority to do so effectively. They oversee the school's data protection processes and advise the school on best practice.

At Thrupp Primary School we have an **Internal** data protection officer; Mrs Donna Mylechreest, supported by Mr Phil Auton, a competent Governor and an **External** data protection officer; Mrs Clare Tyler-Sell, Headteacher at Nailsworth Primary School. The two schools work in harmony if there are any issues, support required in relation to data protection. The two Headteachers meet twice a year to discuss general areas and will speak to each other if there is a data concern.

Key responsibilities

- Advise the school and its employees about their obligations under current data protection law, including the UK General Data Protection Regulation (UK GDPR)
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's compliance with the UK GDPR and other data protection laws, 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
 - Ensuring they remain an expert in data protection issues and changes to UK law, attending relevant training as appropriate
- Ensure the school's policies are followed, through:
 - Assigning responsibilities to individuals
 - Awareness-raising activities
 - Co-ordinating staff training
 - Conducting internal data protection audits
- 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), assisting and consulting it where necessary, including:
 - 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 (for example, staff, pupils and parents), including:
 - Responding to subject access requests

- Responding to other requests regarding individuals' rights over their data and how it is used
- Take a risk-based approach to data protection, including:
 - Having regard to the nature, scope, context and purposes of any processing activity
 - Prioritising and focusing on higher-risk data processing activities
 - Providing the school with risk-based advice
- Report to the governing board the school's data protection compliance and associated risks
- Respect and uphold confidentiality, as appropriate and in line with UK data protection law, in carrying out all duties of the role
- Undertake any additional tasks necessary to keep the school compliant with UK data protection law and be successful in the role
- Maintain a record of the school's data processing activities
- Work with external stakeholders, such as suppliers or members of the community, on data protection issues
- Take responsibility for fostering a culture of data protection throughout the school
- Work closely with other departments and services to ensure UK GDPR compliance, such as HR, legal, IT and security
- Advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve