

## DPO Service Bulletin 6 - May 2018

Hi ,

Welcome to the 6th bulletin from Warwickshire Legal Services' Data Protection Officer (DPO) Service.

**The new General Data Protection Regulation (GDPR) goes live on 25th May 2018, and we are here to give you what you need to get ready for this date.**

### Action points

1. Read our advice note on privacy notices and develop privacy notices for pupils/parents and staff.
2. Consider communicating with parents about GDPR by using or adapting our suggested letter.
3. Have a look at our FAQs and the information about contacting us
4. Please ensure you have provided the names of your 'Data Protection Champions' to attend our forthcoming training events (maximum of 2 persons per school). If you are a MAT, MAC or Federation it is ideal for 1 member of each school to attend, in addition to a lead from the MAT, MAC or Federation.

This week we are providing advice on Privacy Notices, 2 suggested template Notices for you to complete and use and, a letter which you can use or adapt for communicating with parents about the GDPR.

### Contacting us and some FAQs

Thank you to all colleagues who have contacted us with their queries at schoolDPO@warwickshire.gov.uk. Please be patient if we cannot respond immediately: we are dealing with emails and calls in the order we receive them, as well as continuing to prepare bulletins, advice and templates, and plan for training events (more about this next time). We are currently developing our personalised service, which will enable us to provide you with advice and information tailored to your individual needs and circumstances.

In the meantime, please see if any of your questions are answered below:

**Q1. Can you tell me the name of our Data Protection Officer?**

For the purpose of your website and official documents, you should record your DPO as 'School Data Protection Officer', with our email [schoolDPO@warwickshire.gov.uk] and postal address [Warwickshire Legal Services, PO Box 9, Shire Hall, Warwick CV34 4RL] contact details. It is permissible for an organisation to have responsibility as the DPO, and we will be introducing the DPO team to our schools in a forthcoming bulletin.

**Q2. Do you have an example of a completed data mapping exercise?**

Unfortunately, we do not have an exemplar mapping tool. We were very conscious that each school will process a whole of range of personal data and some schools may process for purposes which other schools do not. We will not be reviewing the content of a school's data mapping exercise at this stage, but will be able to deal with individual queries when our full service is up and running. Also, your DPO will look at it during your annual audit and any issues can be addressed at that point.

**Q3. Do I have to do the data mapping exercise if I have the GDPRis software?**

You will need to have completed a data mapping exercise of some form. If the GDPRis software contains a data mapping exercise, then it is not necessary to complete the one we have provided, but you should ensure that you cover all the points that we have included in ours. If you do not complete a data mapping exercise in some form then you will find it difficult to complete your privacy notices.

**Q4. Do we need to obtain consent from parents and send out new data collection forms by 25 May 2018?**

We do not expect schools to send out the data collection sheets prior to September 2018. It will be sufficient for schools to rely on the information previously provided, and parental consent which will likely have been obtained at the start of this academic year, unless there are any new activities or you require consent for a particular purpose and for which it has not already been obtained. We would recommend that the data collection form we have provided is used for any new starters after 25 May 2018; this will ensure that the manner in which you obtain the personal information is GDPR compliant.

### **Q5. How often am I required to obtain consent from parents?**

It is recommended that you obtain specific consent on an annual basis and realistically at the start of each academic year. This is because the purposes for which you require may change over time. If there are new purposes during the year for which you require specific consent, you should obtain this separately. You need to keep a record of the consents you obtain and it is likely that this is something that will be checked as part of the yearly audit which the DPO will conduct.

**Coming next time  
advice about contract issues and news about training events.**



[1. Privacy Notice Advice](#)

[2. Privacy Notice Template - Pupil / Parent](#)

[3. Privacy Notice Template - Staff](#)

[4. GDPR Parent Communication](#)

  


## Warwickshire Legal Services

For more information you can contact Warwickshire Legal Services on;

01926 412361 or email [schoolDPO@warwickshire.gov.uk](mailto:schoolDPO@warwickshire.gov.uk)

Regards

DPO Team

**This bulletin has been sent to all named DPO contacts and school / academy contacts, to ensure that all registered schools / academies receive the information.**

**Future bulletins will go to named DPO contacts only.**