



DPO Service Bulletin 8 - May 2018

Hi ,

Welcome to the 8th bulletin from Warwickshire Legal Services' new 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. Identify the organisations you share personal information with (hopefully already done via your data mapping tool)
2. For organisations you have a contract with, use our standard letter to add GDPR clauses to the contract.
3. Consider the need for a data sharing agreement or data processing agreement, for organisations where you share information but there is no contract.
4. Identify any contracts involving the transfer of information outside of the European Economic Area or the operation of CCTV cameras and contact the DPO Service for further advice.

This week we are providing advice about changes to the contracts you have with suppliers and other partners. This includes an advice note, a standard letter, contract variation clauses and 2 suggested templates for data-sharing and data processing agreements.

The letter and contract variation clauses require a minimal amount of 'tailoring' to fit your school or MAT. We suggest you focus on these first.

Privacy Notices for Academies

We have received feedback concerning the content of the Privacy Notices issued in Bulletin No. 6, and in particular the fact that it references 'schools' and does not suggest that an Academy Trust could be the data controller. We acknowledge that this was an error on our part, and as such we are providing amended Privacy Notices for academies to where the academy trust is the data controller. In the case of most academy trusts it is appropriate for the trust to be listed as the data controller, and this is certainly the case where it, rather than individual schools, is registered with the Information Commissioner. Other academy trusts may have registered individual schools, and in those cases it is the name of the school which should be set out in the Privacy Notice. Please therefore select the correct wording for your use.

These amended notices do not need to be used unless you have an academy trust acting as the data controller, and of course you can amend 'Academy Trust' to reference another structure or name as appropriate.

Example of Completed Tables

We have had a number of requests from schools and academies for a completed example of the tables from the end of the Privacy Notices. As such we have worked together with Bedworth Heath Nursery School & Early Years Teaching Centre, and included with this bulletin is their current set of tables for their Pupils & Parents privacy notice. Although of course a maintained nursery school has different obligations, and will use different services, to those of settings for older children we hope that this might provide you with some useful guidance in preparing your privacy notices about the type of information to include.



[Privacy notice for Pupils/Parents](#)

[Privacy notice for Staff](#)

[GDPR Contracts](#)

[GDPR Letters to Suppliers](#)

[Privacy Notice Tables](#)

The logo consists of a solid green horizontal rectangle. Inside the rectangle, the letters 'WLS' are written in a bold, white, sans-serif font, positioned towards the right side of the rectangle.

WLS

Warwickshire Legal Services

For more information you can contact Warwickshire Legal Services on;

01926 412361 or email schoolDPO@warwickshire.gov.uk

Regards

DPO Team