



## Curdridge Primary School Data Protection Officer Role Profile



The General Data Protection Regulations (GDPR) makes it a requirement that organisations appoint a data protection officer (DPO).

The DPO at Curdridge Primary School is Mrs Lucy Kirby.

### What are the tasks of the DPO?

- To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws.
- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc.).
- To report to the highest management level of your organisation – i.e. board level.
- Operate independently and will not be dismissed or penalised for performing their task.

### Does the data protection officer need specific qualifications?

The DPO should have professional experience and knowledge of data protection law. This should be proportionate to the type of processing your organisation carries out, taking into consideration the level of protection the personal data requires.

(Extracted from the ICO website)

DPOs must:

1. be ensuring that the schools GDPR policies and procedures are being followed,
2. advise the head teacher on adjustments to such policies and procedures.
3. revise any legislative updates that effect the schools current GDPR policies
4. provide information and training to staff relating to implementing and updating policies and procedures
5. contact the ICO on the schools behalf in the event of a data breach.
6. be permitted by the school the required resource to perform this role
7. test the systems to ensure procedures are effective

### Recommendation (Schools should either)

- Appoint a DPO team consisting of a member of the Admin team and a Teacher. This will allow a clearer understanding for the considerations of how data is processed within each department.
- Outsource the responsibility to an external organisation via an SLA to perform this role.

It is ill advised to appoint the Head Teacher, Deputy Head or the person/s responsible for managing and supporting the IT systems. This is because of the risk of accusations and trust relating to the ability to manipulate data that is processed.