

<b>CYNGOR SIR YNYS MÔN / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Meeting:</b>	Governance and Audit Committee
<b>Date:</b>	5 December 2024
<b>Title of Report:</b>	Anglesey Schools Annual Information Governance Assurance Report 2024
<b>Purpose of the Report:</b>	To inform members as to the level of data protection compliance and risk in relation to schools and to summarise current priorities
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### **Purpose of this report**

To provide the Governance & Audit Committee with the Schools Data Protection Officer's analysis of the key Information Governance (IG) issues for the period November 2023 to November 2024 and to summarise current priorities.

### **Introduction**

This report provides the Schools Data Protection Officer's statement and an overview of the Anglesey primary, secondary and special schools' compliance with legal requirements in handling school information, including compliance with the *United Kingdom's General Data Protection Regulation (UK GDPR); Data Protection Act 2018* and relevant codes of practice.

The report also provides details of actions taken since the last report (November 2023) and provides details regarding the content of and what has been achieved under the *Schools Data Protection Development Strategy 2023-2024*.

The report also provides details of what is contained within the *Schools Data Protection Development Strategy 2024-2025* and progress to date.

### **Schools Data Protection Officer Statement**

Since the last report, issued in November 2023, schools have the necessary **policies** and procedures in place to be compliant with requirements under data protection legislation. Schools have formally adopted the majority of policies and have been provided with tools to **monitor** and **evidence their compliance** with all data protection policies. This supports schools to ensure that they are taking necessary actions that reduce data protection risks and support schools to evidence their accountability and compliance.

The day-to-day information management **practices** within the schools remain to be good. Although many schools have not taken up the offer of refresher training or

more topic-specific training, the majority of school staff have now received data protection **training** at some stage. Action needs to be taken to formalise refresher training arrangements with schools to ensure that staff receive data protection training on a regular basis and to ask schools to provide evidence of data protection training attendance, including dates.

More specific pieces of work still need to be completed, including completing the work with schools adapting the pre-populated **ROPA and Information Asset Register** template; continue to ensure that **DPAs** are in place for all apps and programmes used; continue to create **DPIAs** where there is high risk processing; having a **Business Continuity Plan** and **Disaster Recovery Plan** in place and to up-date the **Publication Scheme Template**. Work also needs to take place to ensure that school records and documents are regularly reviewed in accordance with the **Schools Retention Schedule** document.

Schools continue to show that they understand their **responsibilities** and implications as the data controller and the legal expectations that come as a result. Schools contact the Schools Data Protection Officer much more frequently about different data protection issues and will ask for more **advice, support and guidance**.

Schools need to **self-monitor their compliance** and make sure that data protection audits are undertaken and that they have evidence of their compliance for the accountability element within the legislation. **Monitoring functions** need to be in place to monitor the effectiveness of the Schools Data Protection Officer Service by providing more opportunities for headteachers and school staff to provide feedback on training sessions and the quality and usefulness of the service, advice and guidance provided under the Service Level Agreement.

Schools Data Protection Officer Assurance Assessment (November 2024)	Reasonable Assurance
<p>Most schools have now adopted the key data protection policies and should be monitoring their compliance with individual policies. Significant progress has been made in terms of ensuring that schools have the required Data Protection Agreements for apps and programmes used. There is regular communication between the Schools Data Protection Officer and schools via newsletters and via the Learning Service’s weekly bulletins and there is an increase in the number of schools contacting the Schools Data Protection Officer for support, advice and guidance. Further work needs to be undertaken on specific pieces of work to ensure that all schools are on the same level of compliance and are closer to be fully compliant and can evidence this. More work also needs to be done to ensure that all school staff have completed data protection training/refresher training and that schools undertake more self-monitoring and audit activities to ensure compliance and accountability.</p>	

## **Recommendations**

The Schools Data Protection Officer makes the following recommendations to the Committee, that:

- i. the Schools Data Protection Officer report, including the statement, is accepted.
- ii. the Committee endorses the Schools Data Protection Officer's proposed next steps- the *Schools Data Protection Development Strategy*- in order to enable schools to fully operate in accordance with data protection requirements.

# **ANGLESEY SCHOOLS ANNUAL INFORMATION GOVERNANCE ASSURANCE REPORT**

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SCHOOLS DATA PROTECTION  
OFFICER**

**November 2024**

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## 1. Introduction

This report provides the Schools Data Protection Officer's statement and an overview of the Anglesey primary, secondary and special schools' compliance with legal requirements in handling school information, including compliance with the *United Kingdom's General Data Protection Regulation (UK GDPR); Data Protection Act 2018* and relevant codes of practice.

The report also provides details of actions taken since the last report (November 2023) and provides details regarding the content of and what has been achieved under the *Schools Data Protection Development Strategy 2023-2024* and what has been achieved to date under the *Schools Data Protection Development Strategy 2024-2025*.

There were **45** schools on Anglesey that were signed-up to receive the support and guidance of the Schools Data Protection Officer via a Service Level Agreement at the beginning of the reporting period. Two primary schools permanently closed during the summer (Ysgol Talwrn and Ysgol Garreglefn), with the total number of schools now receiving this service being **43**:

Primary Schools			
Ysgol Gynradd Amlwch	Ysgol Esceifiog	Ysgol Llanfairpwll	Ysgol Penysarn
Ysgol Beaumaris	Ysgol Gymuned y Fali	Ysgol Llanfawr	Ysgol Rhoscolyn
Ysgol Gynradd Bodedern	Ysgol y Ffridd	Ysgol Llanfechell	Ysgol Rhosneigr
Ysgol Bodffordd	Ysgol Llandegfan	Ysgol Llangoed	Ysgol Rhosybol
Ysgol y Borth	Ysgol Goronwy Owen	Ysgol Llannerch-y-medd	Ysgol Rhyd y Llan
Ysgol Bryngwran	Ysgol y Graig	Ysgol Moelfre	Ysgol Santes Dwynwen
Ysgol Brynsiencyn	Ysgol Henblas	Ysgol Gymraeg Morswyn	Ysgol Santes Fair
Ysgol Cemaes	Ysgol Kingsland	Ysgol Parc y Bont	Ysgol Pentraeth
Ysgol Corn Hir	Ysgol Llanbedrgoch	Ysgol Pencarnisiog	Ysgol y Tywyn
Ysgol Cybi			

Secondary Schools	Special Schools
Ysgol Uwchradd Bodedern	Canolfan Addysg y Bont
Ysgol Uwchradd Caergybi	
Ysgol David Hughes	

Ysgol Gyfun Llangefni	
Ysgol Syr Thomas Jones	

## 2. Conclusions and Actions Identified from November 2023 Report

### 2.1. Conclusions Identified from the November 2023 Report

The following were the **conclusions** identified in the November 2023 Report:

- Progress continues to be made in relation to the actions within the *Schools Data Protection Development Strategy* and all schools becoming fully compliant with data protection legislation.
- Most schools have now adopted the key data protection policies and are now monitoring their compliance with individual policies.
- The majority of school staff have now received data protection training at least once with many schools having received more themed training. Many school governors have also been provided with a presentation and have improved their understanding of the school's data protection obligations.
- Schools continue to have an in-put into developments and pieces of work undertaken to progress the data protection programme via the Schools Data Protection Operational Group.
- Progress continues with upgrading and strengthening ICT systems, infrastructure and security with MFA being enabled on staff and governors' HWB accounts and with the roll out of InTune.
- Most schools have suitable and up-to-date Privacy Notices with most schools having shared these with parents and have put the general and children and young people's versions on to the school website.
- The Schools Data Protection Officer has undertaken an audit visit to individual schools to monitor compliance with data protection obligations again this year which provides an invaluable insight of where individual schools are up to in terms of compliance and in highlighting what support is needed.
- Further progress has been made, but to continue reviewing and creating suitable Data Processing Agreements for all current and new apps and programmes used by schools.

### 2.2. Actions Identified from November 2023 Report

The Schools Data Protection Officer identified in the November 2023 report what pieces of work needed to be completed with the schools to ensure that they comply fully with data protection legislation and achieve what is expected of them as the data controller, who is ultimately responsible for ensuring that they process personal data legally.

The following **actions** were proposed as the next steps that needed to be taken to ensure that all schools operate in accordance with requirements. Progress to date relating to the actions to be taken have been noted as well as any further work that needs to be undertaken.

<b>RAG Status Key</b>			
	On track to be fully completed		
	A little behind in progress, but the majority of tasks are being completed		
	Behind with progress, with some tasks being completed		
	No progress		
<b>No</b>	<b>Actions from November 2023 Report</b>	<b>Progress to date against identified actions (up until November 2024)</b>	<b>Further work to be undertaken</b>
1	To monitor that schools are monitoring their own compliance with all data protection policies.	<p>Schools have been provided with a <i>Data Protection Policies Checklist</i> document in December 2022 to support them with monitoring their compliance with key actions within the individual data protection policies.</p> <p>As a decision was made not to conduct an annual audit visit to individual schools this year, no formal monitoring arrangements have been in place and is something that needs to be developed further. Schools need to take more responsibility in monitoring their own compliance and keeping and maintaining evidence of their compliance.</p>	<p>To put measures in place to actively monitor that schools are monitoring their own compliance with all data protection policies.</p> <p>To request to see evidence of compliance by schools before the compliance audit visits will be held following the implementation of the new data protection legislation.</p>
2	To continue to create and review Data Processing Agreements for current and new apps and programmes, including agreements for apps and programmes where the Council is also involved.	<p>Significant progress has been made in terms of agreeing Data Protection Agreements (DPA) for certain apps and programmes.</p> <p>When schools request to use a new programme, the ICT Service checks with the Schools Data Protection Officer if there are any risks with using</p>	To continue to prepare Data Protection Agreements where required and to assess any agreements that schools have already signed in order to confirm that they meet expectations.



		<p>particular programmes and whether a DPA is required as part of the due diligence process.</p> <p>DPA's have been created or agreed for 11 programmes during this period. A Data Disclosure Agreement has also been created for secondary schools.</p> <p>Schools have previously been provided with a <i>Schools Data Processing Policy</i> to adopt and should be monitoring their compliance with this policy.</p>	<p>Due to the number of different apps and programmes used by schools and that schools continuously begin to use new programmes; this work will be on-going.</p>
3	<p>To continue delivering general and specific data protection training to all school staff and governors as this has contributed to ensuring that everyone within the school structure is aware of their data protection responsibilities.</p>	<p>Training sessions have been held during this period (<i>please see item 3.1.2 for more information regarding training</i>).</p> <p>The uptake of data protection training has been low during this period and more needs to be done to ensure that all school staff receive regular data protection training/refresher training.</p> <p>The need for individual schools to maintain a central register of which members of staff have attended data protection training and the date attended has been discussed with headteachers/data protection leads.</p>	<p>Regular training sessions need to be held so that staff and governors of <b>every</b> school has received data protection training/refresher training or specific training as required for specific job roles.</p> <p>To formalise refresher training arrangements with schools to ensure that staff receive training on a regular basis going forward.</p> <p>Schools Data Protection Officer to ask schools to provide evidence of data protection training attendance, including dates.</p>

4	<p>To continue to monitor that all schools have safely disposed of historical documents to ensure that there is no information kept past its retention period.</p>	<p>The message that disposing of historical documents and the importance of complying with the <i>Schools Retention Schedule</i> document has continued to be shared with schools.</p> <p>No formal monitoring has taken place as there have been no audit visits to individual schools this year.</p>	<p>Schools Data Protection Officer to continue to monitor that schools are reviewing their records and are adhering to the <i>Schools Retention Schedule</i> document. To ensure formal monitoring mechanisms are in place.</p>
5	<p>Some progress has been made but further work still needs to be carried out to ensure that data protection risks are effectively managed, and that Data Protection Impact Assessments are completed for high-risk processing activities.</p>	<p>A general DPIA template has been created for relevant schools to adapt for their CCTV system. This has been accepted and approved by the Schools Data Protection Operational Group and meetings are in the process of being held to support schools to amend the template for their own individual circumstances.</p>	<p>To continue holding and arranging meetings with all individual schools that have an operational CCTV system in place to adapt the CCTV DPIA template for their own individual circumstances.</p> <p>To continue until all relevant schools have a DPIA for their CCTV system and to then monitor that schools are keeping it current and up to date.</p> <p>The development of other general DPIA templates needs to be completed and the Schools Data Protection Officer will need to continue to support schools with completing any other DPIAs as required.</p>

6	<p>A pre-populated ROPA and Information Asset Register template for primary and secondary schools have been created and need final approval so that schools can adapt for their individual needs. Sessions to be held to support schools to adapt the template.</p>	<p>A combined ROPA and Information Asset Register template that has been pre-populated has been developed for primary schools and a template for the secondary schools is a work in progress.</p> <p>The primary schools version has been accepted and approved by the Schools Data Protection Operational Group. Work is on-going with 1 catchment area, in supporting them to amend the template. Meetings need to be arranged with other catchment areas/individual schools.</p> <p>More work is being undertaken on completing the secondary schools template as this is more complex as there are so many different apps and systems being used within different secondary schools.</p>	<p>The Schools Data Protection Officer to complete the work with supporting primary schools in adapting the pre-populated ROPA and Information Asset Register template for their individual needs.</p> <p>To complete the work in creating a pre-populated ROPA and Information Asset Register template for secondary schools.</p>
7	<p>To finalise the <i>Business Continuity Plan</i> and <i>Disaster Recovery Plan</i> and share with schools to adopt.</p>	<p>A draft <i>Business Continuity Plan</i> and <i>Disaster Recovery Plan</i> have been created following discussions in the Schools Data Protection Operational Group.</p> <p>More work has since been completed, but this still needs to be finalised and be presented to the Schools Data Protection Operational Group for approval.</p>	<p>Following the approval of the <i>Business Continuity Plan</i> and <i>Disaster Recovery Plan</i>, these will be shared with schools to adopt, and they will need to be adapted to meet the needs of individual schools. The Schools Data Protection Officer will support schools with adapting the plans.</p>
8	<p>To finalise and adopt monitoring functions to monitor the effectiveness of the Schools Data Protection Officer Service by providing more</p>	<p>The corporate CRM system is used to document what support is provided to schools and the time spent providing the support (e.g. the amount of time spent on creating a DPA is documented as well as</p>	<p>Following approval of the training questionnaire, to start using this to gain feedback on training sessions provided</p>

	<p>opportunities for headteachers and school staff to provide feedback on training sessions and the quality and usefulness of the service, advice and guidance provided under the Service Level Agreement.</p>	<p>time spent on delivering training). This is used as an internal monitoring tool within the Learning Service.</p> <p>A questionnaire has been developed for headteachers, schools staff and governors to provide feedback on training. This needs to be finalised and be presented to the Schools Data Protection Operational Group for approval.</p> <p>A link is provided to school governors who have attended the data protection training as part of the school governor training programme to complete a feedback form.</p>	<p>by the Schools Data Protection Officer.</p> <p>To continue using the corporate CRM system as a monitoring tool.</p> <p>To include feedback and monitoring functions within the new SLA when this is created.</p>
9	<p>To complete a piece of work to confirm which records need to be transferred from primary to secondary school to ensure there is a clear and uniform process for all schools to use.</p>	<p>Work has started on confirming which records need to be transferred from primary and secondary schools via initial discussions in the Schools Data Protection Operational Group. More work needs to be completed on this.</p>	<p>To continue and to complete a piece of work to confirm which records need to be transferred from primary to secondary school to ensure there is a clear and uniform process for all schools to use.</p>
10	<p>To create a new <i>Publication Scheme</i> template for schools to adapt and to adopt.</p>	<p>Work has already begun on reviewing the current <i>Publication Scheme</i> template as it needs to focus more on the actual documents and information that schools publish.</p> <p>A draft version has been developed but still needs to be shared with the Schools Data Protection Operational Group for their input and for their approval.</p>	<p>Following approval of the template, this will be shared with schools to adapt to reflect their individual circumstances and will need to be adopted and be publicly available (to be shared on school websites or via other appropriate means).</p>

			The Schools Data Protection Officer will be offering support for schools to adapt the template.
11	To review the current Service Level Agreement for the Schools Data Protection Officer service that is due to end on the 31 March 2024.	A decision was taken to extend the SLA that was in place due to the changes in the legislation and that a new version of the SLA was created after the legislation came into force, which was expected to take place during the summer of 2024. Schools were provided with the opportunity to state if they did not wish to continue with the current SLA.	To review if the current SLA will be extended in light of the new Bill being introduced to Parliament in October 2024.
12	To re-score the answers for the GDPR questions on the School Management Review in order to provide a current picture following actioning the actions within the Schools Data Protection Development Strategy. Schools Data Protection Officer to hold sessions to provide support to headteachers to re-score the answers.	This has not taken place due to other priorities.  Evidence of progress is captured within the reports that schools have received following their individual data protection audits, but sessions will need to be arranged to complete this work for a more current position.	Schools Data Protection Officer to hold sessions to provide support to headteachers to re-score their answers for the GDPR questions on the School Management Review.
13	To prepare for the changes that will occur as a result of the <i>Data Protection and Digital Information Bill (DPDI)</i> being passed and replacing the <i>UK GDPR</i> and <i>Data Protection Act 2018</i> . To make changes required to policies, key documents and training and ensure that schools are fully aware of the changes and are compliant.	The <i>Data Protection and Digital Information Bill</i> did not become law before the general election and a new bill, the <i>Data (Use and Access) (DUA) Bill</i> was introduced to Parliament in late October 2024.  This has had an impact in terms of this action as no changes were made to policies, key documents and training as the current law is still in place.	To prepare for the changes that will occur as a result of the <i>Data (Use and Access) (DUA) Bill</i> being passed and replacing the <i>UK GDPR</i> and <i>Data Protection Act 2018</i> . To make changes required to policies, key documents and training and ensure that schools are fully aware of the changes and are compliant.

### 3. Schools Data Protection Development Strategy

#### 3.1. Schools Data Protection Development Strategy 2023-2024

A *Schools Data Protection Development Strategy for the school year 2023-2024* has been developed (please see copy of the strategy in APPENDIX A).

All action points within the *Schools Data Protection Development Strategy 2023-2024* are discussed under the following headings or have already been discussed under item 2.2 above:

##### 3.1.1. Schools to adopt the latest versions of the data protection policies and guidance that have been reviewed

Schools have received all mandatory and key data protection policies (the final pack of new policies was shared with schools in December 2022). The majority of schools have now adopted all 14 data protection policies.

A new policy has been created and shared for relevant schools to adopt- the '*Use of Unencrypted Two-Way Radio Policy*'. A piece of work is taking place to look at what encrypted two-way radios products are available and are suitable for schools to use. For schools that need to continue using two-way radios that are not encrypted, this policy has been developed for them to adopt to ensure that data protection expectations are met.

The intention was to review the data protection policies that were due to be reviewed during this time period, but it was decided to put this on-hold and to review all policies once the new data protection legislation was in force (this was expected to come in to force during the summer of 2024). Any changes to current policies were to be made in line with the new legislation (*Data Protection and Digital Information Bill*). This decision was taken to ensure that schools did not have to adopt a policy that would be reviewed again within a short period of time.

However, the *Data Protection and Digital Information Bill* did not become law before the general election and a new bill, the *Data (Use and Access) Bill* was introduced to Parliament in October 2024. Policies will now be reviewed once the *Data (Use and Access) Bill* becomes law.

Schools have been provided with the *Data Protection Policies Checklist* document to support them with reviewing their compliance with the data protection policies. This document supports schools to confirm that they have actioned the main requirements within all of the data protection policies, which supports schools to demonstrate accountability and that they are compliant with data protection legislation.

##### 3.1.2. Data Protection Audit

No data protection audits took place in 2024 except for 1 school that had not been visited in 2023. The Schools Data Protection Officer visited every school to review data protection compliance and arrangements between March 2023 and October 2023 and to the final school in March 2024.

A decision was taken not to hold audits during 2024 as the schools were in a good place in terms of basic compliance and schools had been visited three times since 2019.

Also, it was felt that it would be more beneficial to hold an audit once the new data protection legislation was in place. This would be an opportunity to monitor compliance with any new requirements and to provide guidance to ensure schools were compliant.

This decision was made on the basis that the *Data Protection and Digital Information Bill* was in the process of becoming law during 2024 and that resources should be focused elsewhere in the meantime on ensuring schools have appropriate agreements in place.

The intention now is to hold data protection audit visits once the *Data (Use and Access) Bill* becomes law and schools have had time to implement any changes. Other measures will need to be put in place to ensure that schools are monitoring their own compliance and can evidence their compliance.

3.1.3. Support the Schools that are Permanently Closing to Sort Personal Data  
Significant support was provided to both Ysgol Talwrn and Ysgol Garreglefn to go through the personal data and other records and documentation held by the schools as part of the permanent closure of the schools.

### 3.2. Schools Data Protection Development Strategy 2024-2025

A *Schools Data Protection Development Strategy 2024-2025* has been developed for the current school year (*please see copy of the strategy in APPENDIX B*). This is a draft version and will need to be approved by the Schools Data Protection Operational Group.

The following contains details regarding progress so far regarding actions that are additional to those contained under items 3.1 and 2.2:

#### 3.2.1. To adopt the new 'Policy on Sharing Personal Information in a Mental Health Emergency'

This is a new policy that has been created following guidance by the ICO.

The policy will provide more certainty to schools as employers about sharing information about workers in the event of a mental health emergency.

This is currently in draft form and needs to go through the process of being checked and accepted before it will be shared with schools to adopt as a policy.

#### **4. On-going Developments and Activities**

##### 4.1. Schools Data Protection Operational Group

The Schools Data Protection Operational Group was established in April 2022 and has continued to meet.

The group is a forum where schools can provide input and feedback on data protection matters and developments.

A representative from each catchment area forms membership of the group, with representatives from both primary and secondary schools. There is also representation from the Local Authority with the Schools Data Protection Officer chairing meetings with the Learning Service Contracts and Services Manager and a representative from Human Resources Service and IT Service being members.

The group is working on specific pieces of work that will support further developments. This group is an important forum so that schools are a part of developments and can provide feedback and input. Policies and procedures are shared and accepted by the group.

##### 4.2. Termly Schools Data Protection Up-Date and Newsletter

The Schools Data Protection Officer provides regular up-dates to schools which includes sharing a termly newsletter. To date, schools have received **10** newsletters, with **3** being received during this reporting period (March, July and November).

There is also a schools data protection section within the school governors' bulletin.

The Schools Data Protection Officer continues to be a member of the Schools ICT Forum and the Improving Systems & Processes Working Group.

The Schools Data Protection Officer also provides regular up-dates and information relating to data protection via the Learning Service weekly bulletin.

##### 4.3. Map the Data Flows between the Schools and the Council

Work has continued with mapping out the data flows between the schools and the Council to identify where an agreement is required. More work is required to complete this work, but this will be an on-going task as more services and systems are used.

#### **5. Data Protection Training**

The following training has been provided to schools by the Schools Data Protection Officer between November 2023 and November 2024:



Nature of Training	Number of Sessions Held
Data protection training for new headteachers	1 (20.09.24)
Dealing with Information Requests (from Individuals and the Police) and Sharing Personal and Sensitive Information Safely	1 (15.05.24)
Data protection training for school governors	1 (07.05.24)
General data protection training for school staff	Catchment area- 1 (03.06.24) Individual school- 2 (08.04.24) & (03.09.24)
Data Protection webinar training for HMS, focused on the 'Accountability' element of the UK GDPR, including presentation prepared by the ICO, for school management teams and leaders	1 (available to view from 02.09.24).
<b>Total</b>	<b>7</b>

A data protection presentation has been provided to **2** governing bodies during this period. The presentation highlights the main requirements and expectations on schools regarding data protection obligations.

Many schools are also completing the data protection module as part of their subscription to the Educare programme.

Training sessions have continued to be held and are offered to schools either in person or on-line. The up take by schools of offers to hold training sessions are low, despite reminding schools that data protection training should be provided on a regular basis. Will begin to formalise refresher training arrangements with schools to ensure that staff receive training on a regular basis going forward.

Schools have been told that they need to maintain a central register of which members of staff have attended data protection training and the date for accountability purposes. The Schools Data Protection Officer will ask schools to provide evidence of data protection training attendance, including dates going forward.

## **6. Number of Data Breaches, Data Subject Access Requests, Education Records Requests and Data Protection Complaints**

The following are the number of data breaches, data subject access requests, education records requests and data protection complaints by schools that the Schools Data Protection Officer has provided support and guidance to schools to deal with:

	<b>December 2023- November 2024</b>	<b>February 2023 – November 2023</b>
<b>Number of reported data breaches</b>	<b>13</b> (with <b>2</b> being reported to the ICO)	<b>15</b> (with <b>3</b> being reported to the ICO)
<b>Number of data subject access requests</b>	<b>11</b> (with <b>5</b> being advice only and <b>6</b> involving preparing/checking data)	<b>18</b> (with <b>9</b> being advice only and <b>9</b> involving preparing/checking data)
<b>Number of education records requests</b>	<b>5</b> (with <b>1</b> being advice only and <b>4</b> involving preparing/checking data)	<b>Did not report on figures last year</b>
<b>Number of data protection complaints</b>	<b>5</b> (with <b>4</b> being received by individuals and <b>1</b> via the ICO)	<b>0</b>

There are less reported data breaches in this period than the previous reported period (it is to be noted that the reporting period this year is longer than the last reporting period). The ICO has confirmed that no further action is required for the reported breaches.

The number of data subject access requests received has decreased during this period, but more education records requests have been received. Some schools have asked for advice, and some have asked for support with preparing the relevant personal data or checking that the school has correctly redacted or has applied the correct exemptions within their responses.

There are more complaints during this period than the last period (no complaints were received in the last period). Out of the **5** complaints, only **1** was received via the ICO as the others were made directly by individuals themselves.

## **7. Schools Data Protection Officer Statement- November 2024**

Since the last report, issued in November 2023, schools have the necessary **policies** and procedures in place to be compliant with requirements under data protection legislation. Schools have formally adopted the majority of policies and have been provided with tools to **monitor** and **evidence their compliance** with all data protection policies. This supports schools to ensure that they are taking necessary actions that reduce data protection risks and support schools to evidence their accountability and compliance.

The day-to-day information management **practices** within the schools remain to be good. Although many schools have not taken up the offer of refresher training or more topic-specific training, the majority of school staff have now received data protection **training** at some stage. Action needs to be taken to formalise refresher training arrangements with schools to ensure that staff receive data protection training on a regular basis and to ask schools to provide evidence of data protection training attendance, including dates.

More specific pieces of work still need to be completed, including completing the work with schools adapting the pre-populated **ROPA and Information Asset Register** template; continue to ensure that **DPAs** are in place for all apps and programmes used; continue to create **DPIAs** where there is high risk processing; having a **Business Continuity Plan** and **Disaster Recovery Plan** in place and to up-date the **Publication Scheme Template**. Work also needs to take place to ensure that school records and documents are regularly reviewed in accordance with the **Schools Retention Schedule** document.

Schools continue to show that they understand their **responsibilities** and implications as the data controller and the legal expectations that come as a result. Schools contact the Schools Data Protection Officer much more frequently about different data protection issues and will ask for more **advice, support and guidance**.

Schools need to **self-monitor their compliance** and make sure that data protection audits are undertaken and that they have evidence of their compliance for the accountability element within the legislation. **Monitoring functions** need to be in place to monitor the effectiveness of the Schools Data Protection Officer Service by providing more opportunities for headteachers and school staff to provide feedback on training sessions and the quality and usefulness of the service, advice and guidance provided under the Service Level Agreement.

Schools Data Protection Officer Assurance Assessment (November 2024)	Reasonable Assurance
Most schools have now adopted the key data protection policies and should be monitoring their compliance with individual policies. Significant progress has been made in terms of ensuring that schools have the required Data Protection Agreements for apps and programmes used. There is regular communication between the Schools Data Protection Officer and schools via newsletters and via the Learning Service's weekly bulletins and there is an increase in the number of schools contacting the Schools Data Protection Officer for support, advice and guidance. Further work needs to be undertaken on specific pieces of work to ensure that all schools are on the same level of compliance and are closer to be fully compliant and can evidence this. More work also needs to be done to ensure that all school staff have completed data protection training/refresher training and that schools undertake more self-monitoring and audit activities to ensure compliance and accountability.	

## 8. Conclusions and Next Steps

### 8.1. Conclusions

- There is an increase in the number of schools and in the number of data protection questions, queries and requests for support that the Schools Data Protection Officer receives from schools with **591.85** hours recorded within the corporate CRM for data protection support between 01.11.23 a 27.11.24.

- There is regular communication between the Schools Data Protection Officer and schools via newsletters and via the Learning Service's weekly bulletins.
- Significant progress has been made in reviewing and creating suitable Data Processing Agreements for current and new apps and programmes used by schools.
- Progress has been made in ensuring that schools that have CCTV systems have a suitable Data Protection Impact Assessment (DPIA) in place.
- Schools continue to have an in-put into developments and pieces of work undertaken to progress the data protection programme via the Schools Data Protection Operational Group.
- More work needs to be undertaken to ensure that all school staff have received refresher data protection training and ensure that schools keep a register of which members of staff have received training and the date.
- More work needs to be done in monitoring that schools are monitoring and auditing their own compliance with all data protection policies and can evidence compliance.
- More work needs to be undertaken to ensure that all schools have an appropriate and up-to-date ROPA and Information Asset Register.
- Need to finalise and adopt monitoring functions to monitor the effectiveness of the Schools Data Protection Officer Service .
- Progress continues to be made in relation to the actions within the *Schools Data Protection Development Strategy* and all schools becoming fully compliant with data protection legislation.

## 8.2. Next Steps

- To actively monitor that schools are monitoring their own compliance with all data protection policies. To request to see evidence of compliance by schools before the compliance audit visits will be held following the implementation of the new data protection legislation.
- To continue to create and review Data Processing Agreements for current and new apps and programmes, including agreements for apps and programmes where the Council is also involved.
- To continue offering and delivering general and specific data protection training to all school staff and governors. To formalise refresher training arrangements with schools to ensure that staff receive training on a regular basis and to ask schools to provide evidence of data protection training attendance, including dates.
- To continue to monitor that all schools have safely disposed of historical documents to ensure that there is no information kept past its retention period and that schools are adhering to the *Schools Retention Periods* document.
- To continue with the work in ensuring that data protection risks are effectively managed, and that Data Protection Impact Assessments are completed for high-risk processing activities, including a DPIA for schools with a CCTV system.
- The Schools Data Protection Officer to complete the work with supporting schools in adapting the pre-populated ROPA and Information Asset Register template for their individual needs. To include completing the work in creating a

pre-populated ROPA and Information Asset Register template for secondary schools.

- To finalise the *Business Continuity Plan* and *Disaster Recovery Plan* and share with schools to adopt.
- To finalise and adopt monitoring functions to monitor the effectiveness of the Schools Data Protection Officer Service by providing more opportunities for headteachers and school staff to provide feedback on training sessions and the quality and usefulness of the service, advice and guidance provided under the Service Level Agreement.
- To complete the piece of work to confirm which records need to be transferred from primary to secondary school to ensure there is a clear and uniform process for all schools to use.
- To complete the work in creating a new *Publication Scheme* template for schools to adapt and to adopt.
- To review the current Service Level Agreement for the Schools Data Protection Officer service.
- Schools Data Protection Officer to hold sessions to provide support to headteachers to re-score their answers for the GDPR questions on the School Management Review.
- Schools Data Protection Officer to finalise the '*Policy on Sharing Personal Information in a Mental Health Emergency*' and to share with schools to adopt.
- To prepare for the changes that will occur as a result of the *Data (Use and Access) (DUA) Bill* being passed and replacing the *UK GDPR* and *Data Protection Act 2018*. To make changes required to policies, key documents and training and ensure that schools are fully aware of the changes and are compliant.

## APPENDIX A

### SCHOOLS DATA PROTECTION DEVELOPMENT STRATEGY 2023-24

#### KEY DATES FOR SCHOOLS TO ACTION

##### VERSION 1

<b>Month action begins</b>	<b>Action</b>	<b>Date action needs to be completed by</b>
<b>October 2023</b>	<ul style="list-style-type: none"><li>• <b>Amend Schools Record of Processing Activities (ROPA) and Information Asset Register Template (pre-populated)</b> in order to reflect the school's specific data protection arrangements. Group/individual sessions will be held where the Schools Data Protection Officer will be providing support to schools to adapt the template.</li><li>• <b>(If relevant)- Complete CCTV DPIA-</b> the Schools Data Protection Officer to hold meetings with individual schools to complete CCTV DPIA amended from the standard CCTV DPIA template.</li></ul>	<p>Each individual school with a ROPA and Information Asset Register and has confirmed this on the School Management Review by <b>09.02.24</b></p> <p>All schools that have a CCTV system with a current CCTV DPIA for their individual school by <b>09.02.24</b></p>
<b>February 2024</b>	<ul style="list-style-type: none"><li>• <b>Schools to adopt the latest versions of the data protection policies and guidance that have been reviewed:</b><ul style="list-style-type: none"><li>○ Schools Data Protection Policy</li><li>○ Schools Information Security Policy</li><li>○ Schools Data Breach Policy</li><li>○ Schools Governing Body Data Protection Guidance</li><li>○ Schools Data Breach Guidance</li></ul></li></ul>	<p>Schools have adopted and confirmed on the School Management Review by <b>24.05.24</b></p>

<p><b>April 2024</b></p>	<ul style="list-style-type: none"> <li>• <b>Schools to accept the new version of the Service Level Agreement for the Schools Data Protection Officer service</b> (current agreement expires on the 31 March 2024)</li> <li>• <b>To re-score Answers for the GDPR Questions on the School Management Review</b> in order to provide a current picture following actioning the actions within the Schools Data Protection Development Strategy. Schools Data Protection Officer to hold sessions to provide support to headteachers to re-score the answers.</li> </ul>	<p>Schools to accept and sign the new Service Level Agreement by <b>24.05.24</b></p> <p>Sessions held and every school re-scored by <b>28.06.24</b></p>
<p><b>March 2024 - June 2024</b></p>	<ul style="list-style-type: none"> <li>• <b>Conduct Annual Data Protection Audit-</b> Schools Data Protection Officer to visit each individual school to review data protection arrangements and compliance. To focus if schools can evidence that they are monitoring their compliance with all of the data protection policies.</li> </ul>	<p>Schools Data Protection Officer completed every visit to each individual school by <b>28.06.24</b></p>

**APPENDIX B**

**SCHOOLS DATA PROTECTION DEVELOPMENT STRATEGY 2024-25**

**KEY DATES FOR SCHOOLS TO ACTION**

**DRAFT 1**

<b>Month action begins</b>	<b>Action</b>	<b>Date action needs to be completed by</b>
October 2024	<ul style="list-style-type: none"> <li>• <b>Amend Schools Record of Processing Activities (ROPA) and Information Asset Register Template (pre-populated)</b> in order to reflect the school’s specific data protection arrangements. Group/individual sessions will be held where the Schools Data Protection Officer will be providing support to schools to adapt the template.</li> <li>• <b>(If relevant)- Complete CCTV DPIA-</b> the Schools Data Protection Officer to hold meetings with individual schools to complete CCTV DPIA amended from the standard CCTV DPIA template.</li> </ul>	<p>Each individual school with a ROPA and Information Asset Register and has confirmed this on the School Management Review by <b>23.05.25</b></p> <p>All schools that have a CCTV system with a current CCTV DPIA for their individual school by <b>11.04.25</b></p>
February 2025	<ul style="list-style-type: none"> <li>• <b>To re-score Answers for the GDPR Questions on the School Management Review</b> in order to provide a current picture following actioning the actions within the Schools Data Protection Development Strategy. Schools Data Protection Officer to hold sessions to provide support to headteachers to re-score the answers.</li> <li>• <b>To adopt the <i>Business Continuity Plan and Disaster Recovery Plan</i></b> and ensure that these have been amended to reflect the individual needs of the school.</li> </ul>	<p>Sessions held and every school re-scored by <b>23.05.25</b></p> <p>All schools to ensure that they have an individualised <i>Business Continuity Plan</i> and <i>Disaster Recovery Plan</i> by <b>20.06.25</b></p>



<p><b>March 2025</b></p>	<ul style="list-style-type: none"> <li>• <b>To adopt the new ‘Policy on Sharing Personal Information in a Mental Health Emergency’.</b> This is a new policy that needs to be adopted following guidance by the ICO.</li> </ul>	<p>All schools to adopt policy and confirm on the School Management Review by <b>18.07.25</b></p>
<p><b>April 2025</b></p>	<ul style="list-style-type: none"> <li>• <b>To adopt and adapt the new Publication Scheme template-</b> to ensure that the template is adapted specifically to reflect the school’s individual publications and to ensure that it is publicly available (to be shared on school websites or via other appropriate means). The Schools Data Protection Officer can provide support.</li> </ul>	<p>All schools to ensure that the new <i>Publication Scheme</i> template has been adapted and adopted and is made available publicly by <b>18.07.25</b></p>
<p><b>September 2024 - July 2025</b></p>	<ul style="list-style-type: none"> <li>• <b>To ensure that all school staff have received training/refresher training suitable for their job role during the year and that a record is maintained of who has completed the training and when.</b> The Schools Data Protection Officer will contact individual schools to ensure that all school staff have received recent data protection training.</li> <li>• <b>To ensure that mechanisms are in place to monitor the school’s compliance with data protection requirements, including compliance with policies and that regular monitoring and compliance audits are taking place.</b> To use tools provided such as the ‘<i>Data Protection Policies Checklist</i>’ document, ‘<i>Schools Information Security Audit Form</i>’ and School Management Review. The Schools Data Protection Officer can provide support.</li> <li>• <b>To implement a process to ensure that all physical and digital documents and records are retained in line with the Schools Retention Schedule document.</b> The Schools Data Protection Officer can provide support.</li> </ul>	<p>All schools to ensure that relevant data protection training has been completed by all school staff by <b>18.07.25</b></p> <p>All schools to ensure that mechanisms are in place to monitor and audit the school’s compliance with data protection legislation requirements <b>(on-going)</b></p> <p>All schools to ensure that a process is in place to retain all documents and records in line with the <i>Schools Retention Schedule</i> document <b>(on-going)</b></p>