



# OWLS Academy Trust

## Preparing for the General Data Protection Regulations: A checklist for governors and MAT trustees.

On 25 May 2018, the EU [General Data Protection Regulations](#) (GDPR), a new legal framework for data protection, will come into effect in the UK. The UK government has confirmed that the UK's decision to leave the EU will not prevent the introduction of the GDPR, so it is important that governors and trustees begin to consider any potential impact.

The GDPR apply to both **data controllers** and **data processors**. **Data controllers**, (sometimes called data managers) are the individuals within schools or organisations who make decisions regarding how and why personal data is collected and stored. **Data processors** are those individuals within school or the organisation who implement the decisions and processes decided by the data controller.

The GDPR apply to all personal data collected by an organisation and an updated definition of personal information has been provided. To find out more about the GDPR regulations, download our [Preparing for the General Data Protection Regulation - 3 Minute Read](#).

The guidance is designed to provide a checklist of key questions for governors and multi-academy trust (MAT) trustees to prepare for the introduction of the GDPR. If a MAT is using this checklist then please amend **school** to your organisation name.

Questions for governors	Yes/no	Action
Has the <b>school</b> allocated the role of <a href="#">data manager</a> to a member of staff who is employed in an appropriate role to monitor data compliance?		
Has the <b>school</b> data controller been identified to all school staff and leaders, including governors?		
Has the <b>school</b> identified who the data processors are or who they are likely to be?		
Has the <b>school</b> provided updates and training for data controllers and data processors with regard to the introduction of GDPR, the change in the law and the		

identified impact? If not, is there a plan in place to do so?		
Has the <b>school</b> reviewed its <a href="#">Data Protection Policy</a> and identified the changes required to ensure compliance with the GDPR?		
Has the <b>school</b> created a record of what personal data is held, where it came from and who it is shared with, for the purpose of an information audit?		
Has a review been undertaken of the <b>school's</b> privacy notices, and has a plan been developed to make any necessary amendments in time for the GDPR coming into effect?		
Have privacy notices within the <b>school</b> been reviewed to ensure that they are provided, where appropriate, in language that is accessible to children?		
Has a review of the <b>school's</b> procedures been undertaken that covers all of the rights of individuals, including for the deletion of personal data and data portability?		
Have the <b>school's</b> procedures for subject access requests been reviewed, and a plan developed for handling requests within new timescales and for providing additional information, to include data retention periods and the right to have inaccurate data corrected?		
Has the <b>school</b> identified the legal basis for carrying out the types of data processed?		

Has the rationale for the legal basis of data processing been documented?		
Have the <b>school's</b> procedures for obtaining consent, including explicit consent, been reviewed and, if necessary, updated?		
Do the systems in place for obtaining consent provide a clear audit trail to evidence consent being obtained and given?		
Has the <b>school</b> given consideration to implementing systems to verify individual children's ages and to gather parental consent for processing children's data?		
Has the <b>school</b> reviewed and implemented the correct procedures for detecting, reporting and investigating personal data breaches?		
Is the procedure for detecting, reporting and investigating personal data breaches clearly documented?		
Has an assessment been undertaken to identify the types of data held, and which ones would fall within the notification requirement if there was a breach?		
Is the process for reporting data breaches under the GDPR understood? Is there a plan in place to update the Data Protection Policy with any identified changes to reporting data breaches?		
Has the <b>school</b> reviewed the Information		

Commissioner's Office's guidance on privacy impact assessments, and identified how and when to implement these?		
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