Appendix 1 Details of a school progress check

The school progress check uses the Information Commissioners Officer Accountability Tracker and experience of school operations to provide a high-level review of your existing position on the current data protection laws including the UK General Data Protection Regulation, Data Protection Act 2018 and the Privacy in Electronic Communication Regulations.

Delivery method.

The review is completed via a 45-minute interview, per section, conducted in a questioning friend, non-intimidating atmosphere to encourage engagement and obtain the best outcome.

Sections covered within a school progress check:

1/ Procurement

Areas discussed:

- ❖ Suppliers / other 3rd Party compliance review
- ❖ Data sharing agreements
- ❖ Data transfers and safeguards
- ❖ Evidence of technical and organisation measures taken by suppliers
- ❖ Sub processor/sub-contractor notifications

2/ HR

Areas discussed:

- ❖ General record keeping
- ❖ Staff contracts
- ❖ Pre-employment medical questionnaire
- ❖ Staff training
- ❖ Staff induction process
- ❖ Staff leaver process
- ❖ Right to work documentation
- ❖ Unsuccessful applications – retention and destruction
- ❖ Security measures (electronic/Physical)
- ❖ Archiving
- ❖ Data taken/sent out of the school grounds

3/ Safeguarding

Areas discussed:

- ❖ General record keeping
- ❖ Notice causes of concern process
- ❖ Onward school document transfers
- ❖ Record handling during home visits
- ❖ Medical alert sheets/SSIP's in the classroom
- ❖ Record handling on school trips
- ❖ Volunteers
- ❖ Security measures (electronic/Physical)
- ❖ Archiving
- ❖ Data taken/sent out of the school grounds

4/ Communications

Areas discussed:

- ❖ General record keeping
- ❖ Parent / Pupil portal
- ❖ Texting services
- ❖ Parent photo and image consent form
- ❖ Website
- ❖ Social media
- ❖ Photography at events
- ❖ Security measures (electronic/Physical)
- ❖ Archiving
- ❖ Data taken/sent out of the school grounds

5/ Admissions

Areas discussed:

- ❖ General record keeping
- ❖ Source of new pupils - Applications, Prospectus or school visits
- ❖ Registration form/Data Collection sheets
- ❖ Admissions process
- ❖ Prospective parents
- ❖ Prospective parents - Who do not take the offer
- ❖ Security measures (electronic/Physical)
- ❖ Archiving
- ❖ Data taken/sent out of the school grounds

6/ SEND

Areas discussed:

- ❖ Learning support staff
- ❖ EHCP's storage, processing and transit
- ❖ EHCP sharing as part of a review panel
- ❖ Security measures (electronic/Physical)
- ❖ Archiving
- ❖ Data taken/sent out of the school grounds

7/ IT

Areas discussed:

- ❖ User acceptance policy
- ❖ User account creation and management
- ❖ User access control
- ❖ BYOD – Mobile devices and removable storage
- ❖ ISMS Documentation and record keeping
- ❖ Online sharing / Cloud services
- ❖ External support
- ❖ Hardware repairs
- ❖ Hardware; end of life processing
- ❖ Email
- ❖ Backups
- ❖ Anti-Virus Software
- ❖ Security of IT equipment