



ISSUE 5 - 06-2018

What is GDPR?

General Data Protection Regulation is the successor to the UK Data Protection Act and governs our responsibilities as an organisation and as employees, to look after the personal data of students, parents and staff.

Examples of personal data are name, address, telephone number, bank account number and less obvious things like SEN status and assessment and examination results.

The new regulation is stricter and, as it covers every aspect of how we handle personal data in both electronic and paper form, it will entail changes in your day-to-day working practice. This bulletin will inform you all of these changes as they are tackled.

How to handle requests for personal information

A subject access request is an enquiry by someone whose personal data we hold (or are suspected of holding) seeking confirmation that we hold that data, the nature of the data and/or copies of the data.

- Subject access requests can be made to anyone in the organisation and do not have to mention data protection or the GDPR
- They must be in 'writing' (so by letter or email)
- They can be requests for specific information or for everything we hold.
- We are required to respond to these requests promptly and in any case no later than one month from the date of receipt (30 days)
- This time limit includes weekends and holidays, it is not working days

Given the potential for large amounts of data to be held about an individual and the short timescale it is imperative that anyone receiving any written communication that asks for access to personal information forwards it immediately to the Trust IT Director and the Trust Data Protection Officer who will verify and log the request and advise on next steps.



GDPR is in force but our work continues

The General Data Protection Regulation came into force on 25 May. Our new Trust data protection policy and procedures have been written and these will be published to all schools shortly. These documents will be followed up with specialist training sessions for key groups of staff.

As all staff are required to have a general awareness of the policy and be ready to react to a data breach or subject access request, please read the main policy document and at least the data breach and subject access request procedures.

With the new law in place our work

on GDPR continues. We have embarked on an ongoing process of assessing and documenting our processing activity which entails looking at everything we do with personal data and assessing whether we are adhering to the requirements of the new law, particularly when it comes to where we store our data, who we share it with and how that process is managed and secured.

Every proposed change in our processing or adoption of new systems that handle personal data will require assessment at the earliest stages of planning, so you can see that compliance with GDPR is a journey and not a destination.

Sending email to groups of unrelated recipients

If you put multiple addresses or a distribution group address in the "To:" or "Cc:" fields of an email those addresses are visible to all those who receive the email. This can be an issue because it may not be appropriate for the email addresses to be visible depending on the content of the message or the particular circumstances.

The following procedure should be used when you are sending email to a group of recipients who are not necessarily known to each other e.g. groups of parents or staff.

1. Put your own email address in the "To:" field of the new email.
2. Put your list of recipients in the "BCC:" (blind carbon copy) field of the email. It is OK to create a distribution list of addresses and put the group address in the BCC field of the email.
3. The "BCC:" field is not visible by default in Microsoft Outlook so when you open a new email you need to click on "Options" and then in the "Show Fields" area click "Bcc" to reveal it.

Now when you send the email it will deliver back to your inbox and send a copy to those in the "BCC" list without the other addresses being revealed.

Reminder: Here are the details for the Trust Data Protection Officer:
James England
dpo@dataprotection.education
Telephone: 07803 900729

James should be contacted if you believe there has been a data protection breach or if you have received a subject access request (see above).