



# Veritau Assurance Services

## General Data Protection Regulation

### Introduction

We are uniquely positioned to provide specialist support in relation to the General Data Protection Regulation (GDPR) and Data Protection Act 2018. The new legal framework has resulted in significant changes to how organisations should process personal data, including how data should be kept secure, what it can be used for and who it can be shared with.

The new regulations also include the possibility of significant fines for organisations which fail to protect personal data. You therefore need to review your arrangements for processing personal data to ensure you are compliant. Do you have the correct processes in place? Our specialist data protection team can support and guide you through what is needed.

### Service benefits

- Our team members are specialist professionals in all areas of information governance
- We will help your school comply with GDPR and data protection
- Our services and training can be adjusted to meet your specific school needs
- Having worked with schools for many years, you can be confident that we understand the sector
- We keep up to date on the latest developments in data protection
- We have been recognised as an Investor in People since June 2011

# Understand the regulation and key elements of the new legislation

## **Data Protection/Information Governance Annual Support Contract**

Our annual contract ensures that you are fully supported for Data Protection compliance and have access to experts throughout the year when these are needed. Provided is a wide range of knowledge, articles and resources to access any time online so there is always help available.

The annual support contract includes:

- Data Protection Officer (including all mandatory duties plus annual report to governors)
- Telephone advice
- Regular newsletters, access to online guidance and a knowledge base
- Provision of standard templates (e.g. policies, privacy notices, information asset registers)
- Correspondence and liaison with the ICO
- Two free places on GDPR training courses per year
- Up to ten hours of support for subject access and Freedom of Information Act requests
- Up to ten hours of support for Information Asset Register maintenance/records management

## **GDPR and Data Protection: Training for Senior Managers and Governors**

This single 90 minute training session will cover the key elements of the new legislation.

Topics covered during the training session include:

- Data Protection Act requirements
- Data processing
- Data breaches and self-reporting
- Data Protection Officer – legal obligations

- Subject Access Requests
- Revised guidance on consent
- Pupils and parents – capacity and age
- Privacy by design and DP Impact Assessments
- Rights of portability, rectification and erasure

## **GDPR consultancy**

We can help your school with the provision of additional consultancy support.

Areas where support can be provided include:

Information asset register (IAR): the comprehensive record of information held by the organisation.

The IAR is the essential building block for effective information governance. We can help you prepare or update your information asset registers.

Data processing contracts: a school's data processors now have increased responsibilities and so the standard contract terms must be revised. We can assist with the review or update of contracts.

Subject Access Requests. We can help you to respond to difficult or complex requests.

Data Breach Incident Management: if you suffer a serious data breach we can help you to reduce the impact and investigate the causes.

## **Contact us**

To find out more about any of the services we offer and how we can support you please contact the North Yorkshire Education Services team:

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