Data Protection For Schools

If you work in a school environment then data protection is an important issue. All schools are data controllers that handle large amounts of personal data, about pupils, parents, members of staff, governors and visitors, and it's essential that this information is processed in accordance with the law. This Data Protection for Schools course will help members of school staff understand their responsibilities under the Data Protection Act and the UK GDPR so that information can be collected, processed and stored safely.

Module One: Introduction to Data Protection and the GDPR

This module outlines what your school's responsibilities are under data protection law, including the UK GDPR. The module looks at what the law requires and why data protection is important.

• What is data protection?
• Key de initions
• GDPR - what is it?
• GDPR - Brexit
• Legal requirements, policies and notices

Module Two: The Principles of Data Protection

This module explains what is meant by each of the principles of the Data Protection Act and how these relate to your school's data processing activities.

• Fair, lawful and transparent processing
• Purpose limitations
• Data minimisation
• Accuracy
• Data retention and storage
• Sharing data
• Data security
• Accountability
• Generative artificial intelligence (AI)

Module Three: Legal Grounds for Processing and Obtaining Consent

This module explains what your responsibilities are in terms of collecting people's personal data and outlines the lawful grounds for processing. The module also explains how to obtain consent from people when it's required.

• Collecting data
• Performance of a contract
• Legal obligation
• Vital interests and public interest
• Legitimate interests
• Obtaining consent
• Photographs, CCTV and biometrics
• Methods for obtaining consent
• Withdrawing consent

Module Four: Data Subject Rights

This module looks at the rights and freedoms of the people whom you hold personal data about, including students and members of staff. The module explains how to respond to requests, including the right to be forgotten and the right for information to be updated.

• Data subject rights
• Access rights
• The right to be forgotten
• The right to restriction
• The right to rectification
• The right to object
• Data portability
• Automated processing

Module Five: Data Protection Responsibilities

This module outlines the responsibilities of data controllers, data processors and data protection officers and highlights the importance of ensuring data security in your school. The module also explains how to report a personal data breach.

• Who has responsibility for data protection?
• Data controllers
• Data processors
• Data protection officers
• Data protection by design and default
• Data security
• Reporting breaches
• Transferring data
• Consequences of non-compliance

Aims of the training

By the end of this course learners will:

- Understand the key terms used in data protection law.
- Understand their school's responsibilities under the UK GDPR and the Data Protection Act.
- Have knowledge of the principles of data protection that all schools - and all school staff - must adhere to.
- Understand the lawful grounds for processing personal information.
- Understand how to obtain consent from data subjects, including students, parents, staff, governors and anyone connected to the school.
- Have an understanding of data subject rights, including access rights and the right to be forgotten.
- Recognise the responsibilities of your school as a data controller, and understand the roles and responsibilities of data processors and your Data Protection Officer.
- Understand how to ensure data security and report personal data breaches.
- Be familiar with the consequences of non-compliance.