

COURSE CONTENT OVERVIEW

# Data Protection For Schools



If you work in a school environment, then data protection is an important issue. All schools are classified as data controllers as they handle large amounts of personal data about pupils, parents, members of staff, governors and visitors. This data must be 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 2018, the UK General Data Protection Regulation (GDPR) and the Data (Use and Access) Act 2025 (DUAA) so that data can be collected, processed and stored safely.

### **Module 1: Introduction to Data Protection**

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 definitions
- GDPR - what is it?
- GDPR - Brexit
- Legal requirements, policies and notices

### **Module 2: 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 3: 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
- Public interest and vital interests
- Recognised legitimate interests
- Legitimate interests
- Obtaining consent
- Photographs, CCTV and biometrics
- Methods for obtaining consent
- Withdrawing consent

### **Module 4: 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 data 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
- The right to complain

### **Module 5: 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 your school's responsibilities under the UK GDPR, the Data Protection Act and the Data (Use and Access) 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 data.
- 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.