



Cliddesden Primary School

Statement of Intent

Cliddesden Primary School

GDPR – Statement of Intent in respect of GDPR and the Data Protection Officer role

1. The Governing Body of **Cliddesden Primary School** understands that it is a Data Controller for the purposes of GDPR. It is also a Public Authority for GDPR purposes.
2. As the Governing Body of Cliddesden Primary School is a public authority it has appointed Mr Kenneth Davies as Data Protection Officer (DPO), in order to comply with the requirements of the GDPR.
3. The high levels roles and responsibilities within Cliddesden Primary School in respect of GDPR compliance are as follows:
 - a. The Governing Body – is the Data Controller and has overall responsibility for the School's data ecosystem, policies and compliance with GDPR;
 - b. The Headteacher – is the school's senior leader and is responsible on a day to day basis with the Admin Officer for overall GDPR compliance on behalf of the Governing Body;
 - c. The DPO is responsible for supporting the Headteacher and Governing Body to ensure compliance by undertaking the tasks set out in this document.
4. Our DPO is tasked with:
 - monitoring the School's compliance with the GDPR, other data protection laws, and the School's data protection policies;
 - awareness-raising amongst staff and Governors within the School about data protection obligations;
 - training of staff and Governors on data protection;
 - audits in the School in respect of compliance with data protection obligations.
5. Our DPO shall report to the Governing Body for the purposes of their DPO role.

6. The Governing Body shall ensure that staff and Governors involve our DPO, in a timely manner, in all issues relating to the protection of personal data.


7. In particular, the Governing Body shall ensure that:

- the School's DPO is sufficiently well resourced and supported to be able to perform their tasks; including the time and resource required to acquire expertise and experience in the field of data protection as necessary
- staff and Governors take account of our DPO's advice and the information they provide on data protection obligations;
- when carrying out a DPIA(Data Protection Internal Audit), staff seek the advice of the DPO, who also monitors the process;
- the School's DPO acts as a contact point for the ICO and will co-operate with the ICO;
- when performing their tasks, the School's DPO shall have due regard to the risk associated with processing operations, and takes into account the nature, scope, context and purposes of processing data within the School.

This statement was agreed and adopted by the Governing Body and Headteacher on

FGB Meeting on 17 May 2018

Signed:  Stephen Mourant (Chair of Governors)

Signed:  Kenneth Davies (Headteacher)