



DPO Service

The Schools People: DPO Service

Data Protection Officers (DPOs) are persons who advise on compliance with data protection rules in organisations undertaking data processing. They are a cornerstone of accountability since they facilitate compliance with Data Protection legislation, while also acting as intermediaries between the supervisory authorities, data subjects and the organisation by which they have been appointed.

The appointment of a DPO is not always at the discretion of controllers and processors. It is a mandatory requirement in certain conditions and applies to all public authorities, which means all Schools and Academies must find and appoint an individual to fill the position.

DPO Responsibilities

DPOs are tasked with monitoring an organisation's application of the GDPR. Most commonly for educational organisations this includes:

- Advising staff on their data protection responsibilities;
- Informing stakeholders about the personal data the organisation holds, the lawful basis for processing and with whom the data may be shared, in line with the expectations of the GDPR;
- Assisting with developing and monitoring data protection policies and procedures;

- Assisting with management of Subject Access Requests (SARs) and other data subject rights;
- Assisting with management of data breaches;
- Serving as an easily accessible point of contact for the organisation's stakeholders on privacy matters;
- Serving as the point of contact between the organisation and its supervisory authority.

A full list of the DPO's responsibilities are outlined in [Article 39 of the GDPR](#).

Appointing your DPO

Organisations have many options when it comes to appointing their DPO depending on resources and the quantity of data the organisation processes. They can: -

- recruit a new employee;
- appoint internally - either full time or part time alongside existing duties; or,
- outsource the role.

For organisations with limited data processing activities, such as schools, the DPO's role may be too costly to fill with a new appointment, and difficult to allocate internally owing to lack of expertise and issues with avoiding 'conflict of interest'. Since a DPO must act objectively and impartially the role cannot be filled by anyone who processes data or who is responsible for overseeing such processing.

Many organisations find it more cost effective in terms of time and resources to outsource the DPO role.

The Schools People: DPO Service

With our DPO service, you can outsource all or part of your DPO requirements to us. Working with, or acting as your DPO, the service provides access to professional advice, guidance and assistance in addressing the compliance demands of the GDPR while allowing you to remain focused on your core School business activities.

Our DPO service is available on a full-time basis, including during School holidays.

The Benefits of Outsourcing Include: -

Peace of Mind – the application of best practice in achieving and maintaining compliance with the GDPR

Flexible and Affordable - select an unlimited hours, full DPO service or tailor an hourly package to meet your needs

Cost Effective - freeing up staff time and resources that can be better deployed elsewhere

No Conflict of Interest - Compliance assessments are independent of School's business functions, ensuring purely objective advice and guidance

Convenience – A one stop shop for all your Data Protection needs

Confidential – bound by professional ethics and confidentiality.

The Schools People DPO Service provides:

- A named DPO who is available via email or telephone;
- A GDPR Health Check audit and report, ensuring your DPO has a strong understanding of where your school is currently on its GDPR compliance journey;
- Access to document templates to assist your organisation with building the policies and procedures necessary for GDPR compliance;
- Support to manage Subject Access Requests (SARs) and other Subject Access rights;
- Support for breach management and notification (where necessary);
- Advice and support with Data Privacy Impact Assessments;
- Reviewing third-party Data Processing Agreements for GDPR compliance;
- Support for website GDPR compliance.

Other Services Available from The Schools People

- **HR Consultancy:** Professional, practical, solution focused HR to meet the needs of your School/Academy
- **HR Audits:** Providing a comprehensive review of your HR processes, policies and procedures.
- **Wellbeing Services:** World class wellbeing services for you, your staff and your pupils.
- **Occupational Health & Pre-Employment Screening:** To help your staff live well and work well

Contact Us

For further information on any of our services, to discuss your needs or to request a no obligation quotation: -



Telephone: 01773 851 078



Email at: Office@schoolspeople.co.uk



Or complete the 'Get a Quotation' form on our website:

schoolspeople.co.uk

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