**Before 25 May 2018**

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| **Ref** | **Item** | **Completed Related image** |
| A.1 | **Data Protection Policy (updated for GDPR)**Approved by the Governors and loaded to school website |  |
| A.2 | **Privacy Notice (Pupils)**Approved by the Governors and loaded to school website |  |
| A.3 | **Privacy Notice (Staff)**Approved by the Governors and issued to staff with evidence that have read on file |  |
| A.4 | **Communication to Parents**Text to Parents/Guardians regarding GDPR and the fact updated policy and privacy notice on the website |  |
| A.5 | **Training**Video show to Governors and Staff.  |  |
| A.6 | **Information Asset Register**Completed for the school listing computer systems and paper records as well as information sent out/received from the school |  |
| **A.7** | **Governance**Clerk of Governors has minuted 1 to 6 above |  |

**Period 26 May 2018 to 25 July 2018**

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| **Ref** | **Item** | **Completed Related image** |
| B.1 | **Data Protection Officer (DPO)**Evaluate and agree best option for designated DPO to be in place for 1 September 2018 (e.g. LA, Turn It On, MAT). Get Governor approval and put contact details on DPA policy. |  |
| B.2 | **ICT Security Policy**Review ICT Policy and update as helpful. Check plan in place for encrypting laptops, passwords in place and policy re memory sticks |  |
| B.3 | **Notice Boards and Filing Cabinets**Check no personal information in public areas and also that paper records secure |  |
| B.4 | **Supplier compliance (where personal data processed)**Get confirmation that suppliers and software processing personal data GDPR compliant  |  |
| B.5 | **Data Protection Impact Assessments (DPIAs)**A DPIA form has been filled in for key items flagged on Information Asset Register  |  |
| B.6 | **Annual Checklist (incl. Retention Periods) for Safe Destruction of data**Agree a checklist that can be used on an annual basis staff member (e.g. SBM) to each year review information and safely destroy as appropriate. Signed off annually by the Headteacher |  |
| **B.7** | **Pupil Admissions and Parent/Pupil Information Forms for 18/19 – process & forms**Review and update form(s) so as consent for non-standard activities (e.g. website photos, PTA fundraising activities) |  |
| **B.8** | **Staff Joiners and Leavers – process and forms**Review and update starter and leaving forms. Include data protection training (e.g. video) as part of induction checklist and signing to say have read ICT Security Policy. |  |
| **B.9** | **Website**Review and ensure any photos & personal information have consent in place or amend |  |
| **B.9** | **Planning for 18/19** 1. Annual review of data to ensure old records destroyed in line with data retention periods – Signed off by Head
2. Annual review of Information Asset Register and DPIAs (similar to annual review of COSSH folder) – Signed off by Head
3. Annual Report to Governors – on (i) and (ii) above. Ensure Clerk has it on schedule
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**Notes**