

Hampstead Parochial CofE Primary School
Data Audit and Recording Guidance
May 2018



Aim

Whilst the primary focus of the School is to provide the best educational provision for the children within it, the school is also duty bound under the General Data Protection Regulations 2018 to protect the personal information it collects from its pupils parents, staff, governors, contractors and other stakeholders. Carrying out this duty can assist the school in other safeguarding duties it performs.

The Data Processing Record

The school needs to keep a processing record demonstrating the information it collects, processes and shares with third parties and the retention guidelines the data is kept under.

This record is for this purpose, and allows the school to comply with its obligations under Article 30 of the GDPR.

Where necessary links are provided to other documents and systems that provide information on any aspect of the collection and processing of information in the school.

Processing Record Procedure

The record will only be accessed by the HT and SBM on a day to day basis - the record is password protected.

The record will be updated by the School Business Manager (or equivalent) whenever changes need to be made

Electronic backup copies of the register will be stored separately with limited access. A paper copy is stored with the school's other vital documents as part of its business continuity plan.

Checking and Inspection Process

This record will be checked by the Data Protection Governor and headteacher once a term.

This record will be signed (digitally or by hand if kept on paper) on a termly basis when checked by above people

All three signatures are needed to complete the checking process

Auditing of Processing Record

The asset register will be audited as part of the Data Protection Officer's regular compliance monitoring of the school in relation to the GDPR regulations.

Last reviewed by Governing Body	Date / Term / Year Summer 2018
Next revision	Annual / Bi-annual / Tri-annual / Termly
To be reviewed	Date / Term / Year Summer 2019