

## GDPR Action Plan

### Greenside School

#### Short Term (Summer Term 2018)

Action	By whom	By	Notes
To appoint a DPO Governor	SLT/Governors	26.5.18	
To complete a detailed audit of data use	Abi Admin Teachers	16.4.18 27.4.18 June 18	
To prepare draft Policy for Governor sign off in may	Alex		
To prepare Privacy Notices for parents of learners for September	Alex/admin	June 2018	
To train staff on handling of data	Alex	June 2018	

#### Medium Term (Autumn Term 2018)

Action	By whom	By	Notes
To upload Privacy Notices –	Admin	Sep 2018	
To review the storage of data – action audit reports recommendations	Alex/DPO	Oct 2018	
Train staff on the implications of data breaches and use of data outside school	Alex	Oct 2018	
Review ICT procedures relating to printing sensitive data	Abi	Nov 2018	
First DPO audit?	DPO/Alex	Dec 2018	
First pilot Governor report	DPO/Alex	Dec 2018	

#### Long Term (Spring/Summer 2019)

Action	By whom	By	Notes
To review compliance for the regulation – recommend an external audit?	SLT-external agency		Cost implication £500?
Extra training for DPO/ Abi/SLT	SLT		Cost implication £500?

To be reviewed termly using RAG approach

Alex to lead/coordinate actions

26.6.18