



## **DPO Support Service for Trusts**

Our DPO Support service is delivered by GDPR in Schools to help support DPOs/DP Leads operating in the schools and education sector. The service is designed for Trusts who already have the GDPRiS platform embedded in their schools and just need some extended help and advice for internally appointed DPOs/DP Leads whether to improve their own efficiencies and capabilities or to provide cover for key data protection staff. Our team DO NOT act as your DPO.

### **Our DPO Support service provides unlimited:**

- Assistance with, and advice on SARs including but not limited to:
  - Identifying the type of Subject Request
  - Ensuring timescales to respond in line with regulations are met
  - Advice on how to respond in-line with ICO requirements
- Assistance with, and advice on FOIs including but not limited to:
  - Ensuring timescales to respond in line with regulations are met
  - Identifying if it is a request that cannot be responded to
  - Advice on how to respond in-line with ICO requirements
- Assistance with, and advice on Breaches including but not limited to:
  - How to report a breach
  - Identifying the severity of the breach and if reportable to ICO
  - Evidence they can provide to support their breach investigations
  - Ensuring timescales to respond in line with regulations are met
  - Advise on possible next steps to ensure this type of breach cannot happen in the future
- Guidance and support with Suppliers and RoPA including:
  - Adding new suppliers
  - Removing old suppliers
  - Carrying out due diligence using our auto generated DPIA templates
- Advice and guidance on running an internal audit to help maintain and improve your compliance score, we will proactively prompt your schools to undertake their audits and assist with any questions they are unsure of
- Assistance identifying additional training required by staff. where support with audits is required, we will use the responses to staff SAQs to identify further training needs and report to the DPO
- Support producing termly or annual reports to Governors/Board using the template available within the GDPRiS platform
- Support on-boarding any new schools that join the trust during the contract. Our team will ensure they are up to speed quickly and provide any advice they need. We'll also signpost them to our live platform training sessions and printable guidance.
- Policy review updates where required (providing the information is provided to our team)
- Monthly reports to the DPO
  - Training
  - SARs
  - Breaches
  - Suppliers
- Unlimited telephone/email advice