I’m pleased to tell you that we have now subscribed to GDPR in Schools (GDPRiS). This system will help us to monitor and manage data protection in our school, and safeguarding of personal data.

GDPR is the responsibility of everyone and a whole school approach will make our school a safer place for all students and staff.

GDPRiS will allow you to undertake online data protection training specific to your role, identify and log incidents such as breaches and cyber events, and complete a short questionnaire on compliance.

Once you have been activated on the GDPRiS platform you will receive a registration email and once you log on you will see the dashboard. We may ask you to use single sign on or 2 factor authentication and there are some short videos on the knowledge base to help you with this.

**Dashboard**

Here you can log incidents, see if an audit is running, see any required reading, check what training has been allocated to you, check your progress on courses and enrol on any other courses you wish to do.

**Training**

If you have been allocated training you will receive and email to tell you what courses you have been enrolled on and how to access the courses. You will also receive some reminders if you have not completed them in a period of time.

**Incidents – Breaches or Cyber Events**

You may witness an incident which could be a breach or a cyber event. Losing USB sticks, talking about students in earshot of parents, visitors or other students, sending an email to the wrong person or leaving documents on the photocopier. These are just some examples. By logging these on GDPRiS you will be helping our school to notify the correct people and investigate the potential impact. Don’t be wary of reporting incidents as they are common in all organisations.

It is very important that the Data Protection Lead or DPO has the evidence they need, are able to learn from them and put in place the appropriate measures to prevent similar breaches occurring in the future.   Failure to report breaches can have serious consequences, to colleagues, pupils, or their families, and as well as potential costly fines, which can impact the school’s reputation.

**Questionnaire**

You may be asked to complete a short questionnaire -an audit on GDPRiS. This is a short exercise to show your understanding of GDPR, such as keeping log ins secure, being aware of attacks, keeping data safe and knowing how to identify and report incidents – breaches or cyber events.

We look forward to your co-operation and assistance in ensuring that our school is able to comply with the GDPR and that we continue to safeguard everyone’s personal data to the best of our ability.

HeadTeacher

NEWSLETTER INSERT

**Data Protection at XYZ School**

I’m pleased to tell you that we have now subscribed to GDPR in Schools (GDPRiS). This system will help us to monitor and manage data protection in our school and assist us in complying with the law. It is important that we take a whole-school approach to data protection to ensure we make our school a safer place for our students to learn. I’m confident that using GDPRiS will give us all the knowledge and confidence to handle personal data securely and the reassurance that we are doing everything we can to safeguard the children in our care.