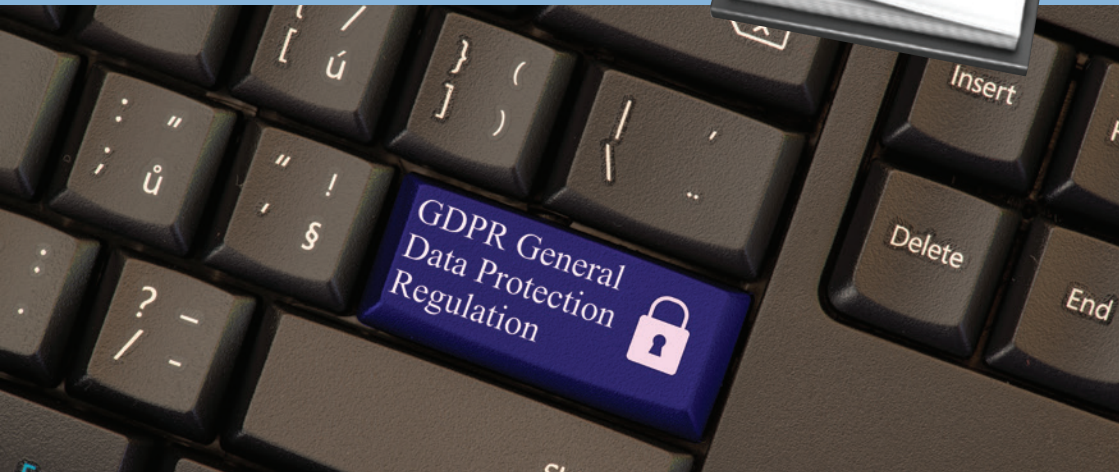


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HANDLING DATA?

Here's one piece you
can't afford to ignore:



The new data protection regulations set to come into force in just a few months' time are demanding, complex and, frankly, a headache for non-specialists. But they do apply to schools – and they won't go away. Accordio has the low-cost answer...

LET ACCORDIO TAKE ON YOUR DATA PROTECTION RESPONSIBILITIES

Schools have become skilled at dealing with an increasing administrative burden over the years, but the next challenge looks like being the most demanding of them all.

The General Data Protection Regulations that come into force on 25 May, 2018 have been causing confusion and anxiety amongst schools and their support staff.

While no-one would argue with the idea that schools should be focusing on teaching children rather than tackling another admin job, the fact remains that GDPR is not just here to stay but is a potential minefield for the unprepared. It also threatens big fines for those who don't comply.

As well as analysing the data they hold, making sure every name on every database is happy to be there and ensuring they only use that data within the new rules, schools have another challenge. They need to appoint a "suitably qualified and experienced" data protection officer (DPO).

What's more, this is not a job that can be added to the workload of the school's business manager. The DPO is responsible for monitoring the school's compliance with the regulations, and that clearly can't be done by the same person

who is responsible for the systems being monitored. And if you think the headteacher has the time to take it on, think again.

The simple, cost-effective solution is to take advantage of Accordio's outsourced Data Protection Officer Service. We will take away the compliance headache and leave you free to get on with the 'day job' – teaching the children in your care.

Using Accordio will give you the reassurance that your data protection and information governance responsibilities are being handled by an experienced public sector practitioner at a fraction of the cost of making a dedicated appointment.

The low-cost, dependable service has built-in flexibility, too. Schools pay a one-off annual fee that will in many cases cover all the support they need, but they can also buy more time - at a reduced hourly rate - if they need additional advice.

ACCORDIO'S TWO-STEP APPROACH TO HELPING YOU COMPLY WITH GDPR

Accordio offers schools the expertise of a senior data protection and information governance manager at a fraction of

the cost of a full, or even part-time appointment.

There are two main components: a one-off information audit that helps schools identify the areas they need to consider and a fully outsourced data protection officer service.

The information audit

The audit is designed to help schools look closely at how they collate, store and use information, who owns the information, who it is gathered from and shared with, etc. It will also look at how much information is collected, why it is collected and whether its use is consistent with GDPR legislation.

Accordio will talk to the members of staff who handle data, look at how it is collected, stored, processed and used and review the school's data protection compliance before producing a full report with recommendations. This work may also identify other areas that need attention, such as physical or technical security, systems configuration and awareness training.

There is a one-off fee for this work, based on the size of the school. Please ask for more information.

The information audit is mandatory – but significantly discounted – for schools that take advantage of our outsourced DPO service.

The complete Data Protection Officer service

Accordio's Data Protection Officer Service gives you access to an experienced public sector DPO and Senior Information Risk Owner for a fraction of the cost of recruiting your own – even if you could find one (figures suggest the country needs to train 37,000 more DPOs to cope with the demand caused by GDPR).

For a low annual fee, our DPO service will provide your school leadership team and governing body with ongoing advice in a range of key areas. Accordio will:

- Review and advise on your school's privacy policies, procedures and documentation
- Oversee the establishment and maintenance of your personal data processing register
- Tell you if we think you need a data protection impact assessment (DPIA), how it should be implemented and how to deal with any issues
- Provide guidance on how to monitor, report and manage data breaches
- Provide guidance on handling subject access requests.

The full service is provided for a low annual fee which covers an hour of advice per month, with additional time being charged at a heavily discounted rate. A two-form entry primary school, for example, would pay just £500 per year, with additional hours charged at £50 (all + VAT).



Accordio was set up in 2006 by Rob Neil, who has 20 years' experience at a senior level in data protection and information governance in the public sector, and served as the board-level Senior Information Risk Owner (SIRO) for a major local authority.

He is a highly regarded Chief Information Officer who has delivered lasting improvements in information management and technology in both public and private sector organisations.

A Chartered Fellow of BCS, The Chartered Institute for IT, and a Chartered Engineer, Rob specialises in delivering IT and digital strategies to support business transformation. He maintains a clear focus on advising clients on how they can make the best use of the information they hold while staying secure and on the right side of legislation.



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