

accordio

# GDPR READY?

## Making GDPR work for your school



All schools need to comply with the new data regulations - or risk a hefty fine. But it's not all bad news; streamlining your data can help you operate more efficiently and communicate more effectively.

Accordio has the low-cost answer to complying with the new regulations and making the most of the opportunities on offer.

# LET ACCORDIO TAKE ON YOUR DATA PROTECTION RESPONSIBILITIES

Schools have become skilled at dealing with an increasing administrative burden over the years, but the challenge of complying with the new GDPR legislation could still prove a major headache for those that are not prepared.

The General Data Protection Regulation in force from May 2018 has caused considerable confusion and anxiety amongst schools and their support staff, with the threat of big fines for those who fail to comply.

But while compliance has been the focus of everyone's thoughts to date, the regulations were intended to support the digital economy by encouraging organisations to streamline the information they hold while protecting individuals and giving them more control over their personal data.

Schools amass huge amounts of data, and while protecting it may currently seem like a chore, using it effectively can only boost your school's efficiency in the longer term.

## **Accordio can help with both those processes – here's how:**

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 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 the headteacher certainly won't want another job.

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

At the same time, Accordio will help you rationalise the data you hold, reducing the risk of errors creeping in, cutting the cost of storage and saving your staff time and effort. In short, making your school more efficient as well as compliant.

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, with the efficiency gains offsetting the already low cost.

This cost-effective, 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.

**Stay within the law and work more effectively; speak to Accordio today.**

## 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, delivering a service you can be confident of at a price you can afford.

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. While schools can choose to take advantage of the audit on its own, it is a mandatory first stage for those who require the outsourced 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 the 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 for action.

This work may also identify other areas that need attention, such as physical or technical security, systems configuration and awareness training – and it will also help to provide a user-friendly, compliant database that will support the school's future communications strategy.

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

ask for more information. It is mandatory – but available at a significant discount – for schools that take advantage of our outsourced DPO service.

### The complete Data Protection Officer service

Accordio's outsourced 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 you school leadership team 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 for any new initiatives and advise you on 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 in return 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 any 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.



**To find out more -**

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