



Information Governance and Data Protection Service Level Agreement overview report 2023

The following Data Protection Service Level Agreement update provides assurance to the School's Governing Bodies that the Local Authority Data Protection Officer is continuing to work with the school to implement systems and processes to manage and handle data in a lawful way.

Information Governance work carried out to date is in line with the UK General Data Protection Regulation and Data Protection Act 2018

Objectives / Plans supported by this paper:

This supports the requirements for Schools to comply with Data Protection legislation in relation to Information Management.

Summary

North Tyneside Council continues to take appropriate steps to ensure that good practice and policies are implemented into Westmoor Primary School to help in working towards Data Protection and Information Governance compliance.

We have focused to date on the following key objectives:

- Support service available for any concerns or queries in relation to IG
- Managing and mitigating any IG risks referred to us and having a robust Data Breach reporting system in place
- Completion of Data Protection Impact Assessments for any new introductions of systems which process personal data
- Updated Policies where necessary

Support arrangements in place

- Data Protection Officer
- Senior Information Governance Officers



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Key IG activities undertaken

Under the SLA, IG have provided advice and guidance on the following matters:

- Providing Westmoor Primary School with the new termly Information Governance Newsletter.
- Ensuring the School is updated on any new or possible changes to legislation.
- Providing access to updated policies on the Education Services Portal.
- Offering support and advice relating to retention of documents.
- Information provided about CCTV use in schools.
- Advice on improvements to be made following a GDPR audit and walk around the school.

Management of information risks

To mitigate risks through systems, it is recommended that Westmoor Primary School carry out Data Protection Impact Assessments before the implementation of any new system/application that processes personal data.

These should be reviewed with the support of the Senior Information Governance Officer, alongside the Data Protection Clauses within the contract. A Data processing/sharing agreement will be drafted if necessary.

Conclusion and recommendations

The Data Protection Officer and Senior Information Governance Officer will continue to support Westmoor Primary School with any Data Protection and Information Governance practices.

The Data Protection Officer and Senior Information Governance Officer are confident that Westmoor Primary School is working well to follow procedures and policies in place and to adhere to the Information Governance Principles under GDPR.

Follow up

If you would like to discuss the contents of this overview report or require further advice or assistance, please email dpo.schools@northtyneside.gov.uk