

GDPR Action Plan

Greenside School

Short Term

Action	By whom	By	Update 23.4.19
To appoint a DPO Governor	SLT/Governors	26.5.18	Completed
To complete a detailed audit of data use	Abi Admin Teachers	16.4.18 27.4.18 June 18	All completed
To prepare draft Policy for Governor sign off in may	Alex		Completed
To prepare Privacy Notices for parents of learners for September	Alex/admin	June 2018	Completed
To train staff on handling of data	Alex	June 2018	Completed

Medium Term

Action	By whom	By	Update 23.4.19
To upload Privacy Notices –	Admin	Sep 2018	Completed
To review the storage of data – action audit reports recommendations	Alex/DPO	May 2019	
Train staff on the implications of data breaches and use of data outside school	Alex	Oct 2018	Completed
Review ICT procedures relating to printing sensitive data	Abi	May 2019	
First DPO audit?	DPO/Alex	May 2019	
First pilot Governor report	DPO/Alex	June 2019	

Long Term

Action	By whom	By	Update 23.4.19
To review compliance for the regulation – recommend an external audit?	SLT-external agency		
Extra training for DPO/ Abi/SLT	SLT		

To be reviewed termly using RAG approach

Alex to lead/coordinate actions

Updated 23.4.19