

Data Protection Lead Termly Report

To be completed and shared with Data Protection/GDPR Governor to enable them to report on compliance to the governing board. Please keep and use as supporting evidence of your school's GDPR compliance.

Data Breaches (since last report)

Details (anonymised)	Actions to Contain	Data Subjects Notified?	DPL Reported to DPO?	DPO Reported to ICO?	Learning Points	Follow Up Actions
1		[Y/N]	[Y/N]	[Y/N]		
2		[Y/N]	[Y/N]	[Y/N]		

False Alarms (since last report)

Details (anonymised)	Learning Points	Follow Up Actions
1		
2		

Subject Access Requests (since last report)

Details (anonymised)	Response Time
1	
2	

Data Deletion Requests (since last report)

Details (anonymised)	Result
1	
2	

Review details of any policies and privacy notices where relevant

Policy/Notice	Date Due for Review	Submitted for Ratification	Approved	Distributed in accordance to regulation (to parents/on website etc.)
1	[--/--/-- --]	[Y/N]	[--/--/--]	
2	[--/--/-- --]	[Y/N]	[--/--/----]	

Data Asset Register

Last Checked	New Assets since last check?	Complete?	New assets to add?	Notes
1 [--/--/----]	[Y/N]	[Y/N]	[Y/N]	
2 [--/--/----]	[Y/N]	[Y/N]	[Y/N]	

Supplier Contracts (new contracts since last report)

Details	GDPR Compliant	Actions to take
1	[Y/N]	
2	[Y/N]	

Data Protection Impact Assessments (since last report)

Details	Outcome	Actions to take
1		
2		

Training (since last report)

Are ALL staff trained? [Y/N]

- This includes full / part time and permanent / temporary staff
- Completion of 2 x BLT Modules and resulting quiz (or equivalent) – a report should have been made available on completion and results to compare with staff numbers.
- Internet Usage Agreement Signed

If No ...

No. Staff Members to train	Deadline for e-learning modules and quiz	Deadline for signing internet usage agreement
1	[--/--/----]	[--/--/----]

Progress on Action Plan

No. Green Categories	No. Amber Categories	No. Red Categories
1		

DPL (Data Protection Lead):

Date: