

LEARN SHEFFIELD  
**DATA PROTECTION**  
Support Service  
2024/25 Service Brochure



Learn  
**Sheffield**

JULY 2024

# Data Protection Support Service

## *Practical, advice and support for schools regarding data protection and DPA 2018 (GDPR) compliance*

This document describes the service offer for schools that have subscribed to the Learn Sheffield GDPR Support Service for a year. The service was launched in 2018 and focused on helping schools to achieve compliance with the new Data Protection Act 2018 (also known as the GDPR).

The last year has seen a continuation of trends observed in the previous year. The main developments affecting schools and others are in the area of cybersecurity, with a number of data breaches affecting the sector as a result of data breaches due to hackers and phishing attacks. The Capita Data Breach, which affected many Sheffield schools and thousands of current and former staff, was a reminder of the risks of data breaches not only in our schools, but across our partner and supplier networks.

Despite the increasing threats around cyber security, it is still human error accounts for the majority of incidents in schools, so the need to ensure staff are aware of their responsibilities and the risks associated with handling personal data and well-trained in good practices and behaviours around data protection, remains a high priority.

The need to keep abreast of data protection has never been greater and our service aims to ensure you have the support you need to deal with the challenges of keeping personal data safe in your school.

## **Service offer 2024/25**

The service is based on the assumption that schools have achieved a reasonable level of compliance but may need to address a number of areas and carry out a refresh in areas of policy and practice. Typical activities will include:

- Ongoing provision of a **named Data Protection Officer**
- Support in completing **outstanding compliance tasks** from initial setup
- **Update and review workshops for data protection leads** on key compliance tasks, including data audit, data processor agreements and privacy notices – the service will advise on any changes that are needed following developments in national policy and local developments, including ‘lessons learned’ from the experience of schools and settings in the city
- **Compliance checks**, including data protection walks
- **Review meetings (two per year)** to review compliance status and arrangements in the school (e.g. retention policies, IT security)
- **Training**, including refreshers for staff and governors
- **Topic-specific training for senior leaders**, school data protection leads and admin teams
- Ongoing support with **Subject Access Requests and Data Breaches**
- Ongoing news, **advice and updates** regarding data protection in schools.

## What does it cost?

The cost of the service is £1,930 for the package for stand-alone primary school. This represents a standstill price, with no increase on the rate charged in 2023/24. Schools working together will continue to be able to achieve price reductions of 25% per school through collaborative working approaches

## When will we be invoiced?

You will be invoiced by Learn Sheffield during the autumn term of 2024.

## How do we sign up?

Please send an email, confirming that your school or trust wishes to sign up to the service, to [enquiries@learnsheffield.co.uk](mailto:enquiries@learnsheffield.co.uk), marked “GDPR service” and including your school or trust’s name. If you would like a formal quotation, please request this in your email. Alternatively, please provide a purchase order number if you would like us to quote a P.O. in our invoice.

## What happens next?

Once the school signs up, the DPO will be in contact to arrange working sessions to address key tasks agreed with the school for the coming year. The DPO will continue to use a shared folder systems, using the school’s Google Suite or Office 365 system to facilitate efficient sharing of documents.

## Contact

If you have any queries, please contact Andy Wynne at Learn Sheffield.

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