

DPO continuous development programme - Agenda

Running over four months, our DPO continuous development programme is led by education GDPR expert lawyer Dai Durbridge who will provide you with all you need to stay up to date throughout the year. Delivered remotely via Zoom the interactive and engaging course is limited to 30 delegates per course and covers:

January 2021

For the first month, we revisit some key foundation stones of GDPR knowledge and focus on the most frequent issues arising in schools and academies over three, two-hour sessions.

19th January - 13.30-15.30:

- The lawful bases for processing data
- Obtaining, recording and using consent
- Managing biometric data

21st January - 13.30-15.30:

- Best practice for physical audits
- Reporting to your board - actions, outcomes and expectations

26th January - 13.30-15.30:

- Understanding and responding to subject access requests in your setting

27th January - 13.30-14.30:

- **Launch programme wrap-up:** One-hour wrap up session to revisit the topics covered and to discuss delegates' burning issues.

February 2021

11th February - 13.30-15.30

- Retention and destruction of personal data - procedure, process and safe destruction
- Email storage and destruction
- Data minimisation

23rd February - 13.30-14.30

One-hour free form Q&A

25th February - 13.30-15.30

- Effective staff training and updating - discharging your duty and evidencing
- The ongoing culture challenge
- The carrot, the stick and using your disciplinary policy

March 2021

1st March - 13.30-14.30:

One-hour free form Q&A

16th March - 13.30-15.30

- Data Protection Impact assessments - the when, the how and why
- Sharing data safely
- Managing police disclosure requests

23rd March - 13.30-14.30:

One-hour free form Q&A

25th March - 13.30-15.30:

- Managing complex data breaches, including reporting, remedying and learning/improving

April 2021

20th April - 13.30-14.30:

One-hour free form Q&A and session close