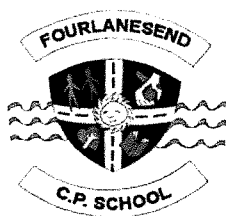


School Development Plan Priority Ensure school is compliant with new GDPR legislation	Focus of Visit Impact of GDPR – termly Monitoring visit
Visit time, date and Governor name: Simon King 7 th November 2018	Staff name: Rebecca Norton
SDP actions to consider <ul style="list-style-type: none"> 2.15 B Governors are effective when discharging their core statutory functions 	
Previous visit: Progress on agreed actions and Impact Staff training, updating of audit and impact of (policy in practice in speaking to staff).	
Observations and Discussions All staff undertook training which supported their role in May 2018 as reported in governing body meetings. There have been no breaches of any of the GDPR policies reported. Simon spoke to staff to discuss the impact of GDPR. The impact of GDPR has been: <ul style="list-style-type: none"> Self-registration has been abolished – so full names are not displayed. Birthdays no longer appear on the newsletter Only first names are used on anything that goes out of school e.g. the poppies for the remembrance display in the village The locked boxes have been used for all child protection meetings and in a confidential case recently to transport all documents At the beginning of the school year (September) a reminder of our privacy notice was sent to all parents about how we use their data. All data collected at the beginning of the school year has been processed in line with GDPR. The pupil file in the office is now kept in a locked drawer A new safe, locked cabinet is in place in RN's office to be used We have used the retention policy when clearing out old diaries to check on which ones should be kept. Staff have used school emails rather than private ones when dealing with professionals. Egress (secure email system recommended by DfE) is used to send any information to other agencies Care plans removed from the staff room No childrens names against photos 	
Summary to be entered on Governor Monitoring Plan: First visit since introduction of GDPR. Monitoring of changes made.	
Further Action Required: Next visit to check policies – meeting practice.	

Fourlanesend Community Primary School – Governor monitoring visit report form



Impact of Governance: Monitoring changes to procedure in school as an impact of the legislation. Monitoring to check compliance.

Date and time of next visit: Spring Term

Governor signature:

Date:

7.11.2018

A handwritten signature in black ink, appearing to be 'L. Norton', is written over the date and extends into the adjacent signature box.

Staff signature:

L. Norton

7/11/18