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| <p><u>School Development Plan Priority</u></p> <p>Change in national legislation that comes into force 25th May 2018</p> | <p><u>Focus of Visit</u></p> <p>Progress towards GDPR</p> |
| <p><u>Visit time, date and Governor name:</u></p> <p>Simon King 16th March 2018</p> | <p><u>Staff name:</u></p> <p>Rebecca Norton</p> |
| <p><u>SDP actions to consider</u></p> <ul style="list-style-type: none"> N/A | |
| <p><u>Previous visit: Progress on agreed actions and Impact</u></p> <p>First Visit</p> | |
| <p><u>Observations and Discussions</u></p> <p>The school has signed up to an audit/review process from SWGfL called Data360. It cost £300 per year. For this the school receives access to an online auditing platform. The package also provides all relevant policies and links needed are there to support the school's compliance with GDPR.</p> <p>We analysed the way the package has been used in school and the process the school has gone through. There are 4 main areas policy, infrastructure, education and standards. Within these 4 areas each has between 2 and 8 aspects. For all of these the school has assessed its performance against them to determine its current position, it has provided evidence to support this and identified areas to improve. Each of the aspects is graded between 1 to 5 – 5 being not compliant and 1 being above compliant 'good practice'. Fourlanesend is currently at level 3 or above for all aspects with the policies it has adopted. Currently the school is ensuring that all the practices in school match the policies. To ensure everything is addressed all staff working in school will undergo training in GDPR delivered by Rebecca Norton after Easter. The training will be appropriate to everyone's role/position within the school – what they need to know.</p> <p>Data 360 also provides a range of reports which can be used to provide a good overview for governors of GDPR at Fourlanesend. There is a detailed progress report; a summary of actions; an accreditation progress report and an establishment overview report.</p> <p>Rebecca Norton and Simon King have completed GDPR training 30th January 2018.</p> | |
| <p><u>Summary to be entered on Governor Monitoring Plan:</u></p> <p>Good overview of system given. System providing detailed reports and supporting school ensuring full compliance.</p> | |
| <p><u>Further Action Required:</u></p> <p>Staff training, updating of audit and impact of (policy in practice in speaking to staff).</p> | |

Fourlanesend Community Primary School – Governor monitoring visit report form



Impact of Governance: Ensuring that the school is on track and prepared to comply with new legislation.

Date and time of next visit:

May 2018

Governor signature:

Date: 16.3.2018

A handwritten signature in black ink, appearing to be 'J. H. H.', written over the date.

Staff signature:

16/03/18