Green Park Secondary School have recently appointed a Data Protection Officer and their job is to monitor the school's policies, provide training, conduct audits, and more. **(8 marks)**

Discuss a wide range factors the Data Protection Officer must consider with regards to personal data about students, staff and parents stored within the school network.

In your answer to might consider the following:

* Staff
* Privacy issues
* Security
* Legal issues

**Model answer:**

Staff

Staff will have fast access to student’s information such as name, tutor group, target grades etc. They will have a record of student’s history and this might be important when staff need to find out previous incidents, exclusions, medical appointments. As a result, there is less risk of data being missed or mistakes being made.

Privacy issues

A database is required to hold the information which must be regularly updated or it could be wrong. The administration staff need to input the information which could lead to human error. Because it’s being stored on the network, sufficient security measures need to be put in place so they’re not susceptible to a data breach.

Security

Not to leave any confidential documents on the desk, don’t put work in the bin or other documents that may include details of students such as their name. Make sure important physical documents are locked away in cabinets with a key and if they’re digital that they are password-protected and can only be accessed by the authorised user. Staff make sure that when they use staff-issued equipment that they lock their screens or logout to prevent unauthorised access to their computer.

Legal issues

The school must ensure personal data is not kept for longer than required, so when a student leaves the school and is officially off-roll. This will fall in line with one of the GDPR principles in which data should not be kept longer than is necessary.