

At a glance...

Our General Data Protection Regulation (GDPR) Readiness Support Service will help your school or Trust prepare for important changes in the Data Protection Act which will apply from 25 May 2018. It will help to decipher what those changes mean for you and work with you to address any issues.

As a result, your school or Trust will be more confident of GDPR compliance and reduce the risk of incurring hefty fines in the future for any possible breaches in personal data security and handling. It will also ensure greater protection of personal data for both your learners and staff.

Your investment can be from as little as £1,500 for an audit of your current ICT systems and processes to £750 a day to review and develop any procedures and policies for your data sharing and storage.

Ongoing GDPR good practice can be reviewed by us on an annual basis.

Why choose Novatia GDPR Readiness Support?

The timescale is tight. It can be daunting to know where to begin to ensure your organisation meets its liabilities and responsibilities under this new EU regulation.

You need to send a strong message that you are taking the matter of data protection seriously.

You need to cut through to the most critical issues that your school or Trust needs to get right. Otherwise, everyone can get drawn into, and bogged down by, the minutiae of the data management.

The GDPR needs to be approached strategically; it is bigger than just data and the ICT team.

Cyber security is a *real* issue. Data protection needs to be continuous and not just a one-off.

How can Novatia GDPR Readiness Support help?

Imagine fully understanding what data you have, who owns it, who's responsible for it and the systems you're using to store it, access it and report on it.

Imagine having an efficient system in place to detect, report and investigate a personal data breach.

Imagine knowing that you have the correct procedures and monitoring in place to ensure your school or Trust is GDPR compliant, and can remain so, for the on-going future.

Imagine safer and more secure data processes for your whole school community.

We help our clients with their aspirations for delivering the regulatory changes required to ensure GDPR compliance within their organisations. So they can have peace of mind in the knowledge that they are not overlooking any entrenched practices, and are getting the best external guidance for their organisation.

What do Novatia deliver?

Set up:

The *crucial* first step is your data audit.

We will begin with an initial meeting where a programme of works will be agreed and communicated to you. We will then conduct an audit of your current ICT systems and processes. If you are a Trust, we will cover each of your schools. This will include consultation sessions with key leaders, data managers and ICT staff.

We will review your ICT infrastructure, ICT systems and any procedural documentation. Next, we will work with you to achieve your success criteria of GDPR compliance. As part of this support we would expect to advise on a number of processes to inform the action plan and timeline.

Establishing a Risk Register:

We will meet monthly throughout the delivery of the project. Our GDPR Readiness Support will keep the project on target, offering critical advice to cover:

- Review of relevant systems, practice and policies across all key areas
- Evidence capture, including identification of appropriate sources
- Reporting format and frequency
- Implementation of recommended improvements to achieve compliance

We will work together to identify all the roles and responsibilities required to support these processes at both Trust and school/academy level. The aim is to set out a plan designed to reach the most effective outcome that considers constraints on staff capacity while ensuring all critical work is completed.

As well as scrutinising your current suite of governance documents, we can assist you with the following:

- Review of current data sharing, storage policies and procedures
- Development of ICT policies related to sharing, security and archiving of digital data
- Review of ICT managed service/third-parties managing data for your organisation
- Development and delivering of staff training

Ongoing excellence

Once your GDPR Change Programme is delivered, we can return on an annual basis, to complete an audit assurance review to ensure on-going good practice. We will provide a documented set of compliance or required actions, based upon agreed and established standards.

As experts in solving ICT problems in the UK Education market, we are constantly improving and updating our ICT knowledge. We live and breathe ICT Excellence in Education and want to share that expertise with you.

Find out more

Call our Head Office on 01962 832632 or email info@novatia.com and arrange to speak to one of our experienced team members about how we can help you.