Summary of GDPR documents

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| **Document** | **Purpose** | **Last updated** | **Status** |
| HW Data Protection Policy | Key principles and legal conditions that maintained schools must satisfy when obtaining, handling, processing, transporting or storing personal data | July 2019 | New version as of June 2021 – needs review |
| gdpr\_data\_security\_policy | Key principles and legal conditions that educational settings must satisfy to ensure the safety and security of data | May 2020 | New version as of June 2021 – needs review |
| gdpr\_data\_breach\_response\_plan | How we will respond to any suspected or actual data breaches | November 2019 | New version as of June 2021 – needs review |
| HW Data Retention policy | This document provides the policy framework for effective management of the school’s record | June 2021 | Latest version June 2021 – no action needed |
| HW SAR procedure | How Subject Access Requests (SARs) are managed | January 2021 | Formal policy now available on HFL “gdpr\_subject\_access\_request\_policy” – needs review and decide whether to adopt policy. Will we still need SAR procedure document? |
| gdpr\_data\_processor\_compliance | Contains GDPR compliance information for external companies who supply schools | ? | Needs regular review with new suppliers adding |
| gdpr\_data\_protection\_impact\_assessments\_guidance | ? | N/A | New document on HFL – needs reviewing |
| gdpr\_records\_management\_guidance | ? | N/A | New document on HFL – needs reviewing |
| freedom\_of\_information\_policy | This Policy sets out the key principles and legal conditions that educational settings must satisfy when responding to requests for information under the Freedom of Information Act (FOIA) 2000. | N/A | New document on HFL – needs reviewing |