

# SOLIHULL METROPOLITAN BOROUGH COUNCIL

<b>Report to:</b>	Solihull School Forum
<b>Meeting date:</b>	12 September 2017
<b>Subject/Report Title:</b>	<b>RECORDS MANAGEMENT UPDATE</b>
<b>Report Author</b>	Lizi Bird
<b>Schools affected:</b>	<input checked="" type="checkbox"/> All Schools <input type="checkbox"/> All Primary <input type="checkbox"/> All Secondary <input type="checkbox"/> All Special <input type="checkbox"/> All Primary and Secondary <input type="checkbox"/> Maintained Schools Only <input type="checkbox"/> Academy Schools Only <input type="checkbox"/> PVI Settings <input type="checkbox"/> PRUs <input type="checkbox"/> Other (specify)
<b>Type of Report</b>	For information
<b>Forum Voting</b>	Not a voting matter - for information
<b>Public/Private report:</b>	Public
<b>Exempt by virtue of Paragraph:</b>	N/A

<b>1. Purpose of Report</b>	
1.1	An annual update on the work and on-going priorities of the Assistant Records Manager (Schools) (ARM(s)).
<b>2. Summary</b>	
2.1	The report provides an update on additional Information Governance Training provided; preparations and training around the new General Data Protection Regulations (GDPR); Service Use for Academic year 2016/2017; and the planned focus of work for the coming year.
<b>3. Main Activity</b>	
3.1	Due to a number of school staff not being able to attend the Information Governance and Records Management training sessions in Spring and Summer 2015/2016, two further sessions were provided at the beginning of this academic year.
3.2	The focus for the ARM(S) then switched to preparing Schools for the new GDPR, which will replace the Data Protection Act 1998 in May 2018. Preparation included: <ul style="list-style-type: none"> <li>(a) Short initial briefings to School Meeting Groups including Primary Bursars, Business Managers, Head Teachers to present main changes and implications plus advance notice of upcoming training</li> </ul>

	<p>(b) Six Training sessions were offered to all Schools, Academies and PRUs throughout March and April 2017 to describe main changes and suggest actions and practical steps for Schools to take to start preparing for the new regulations</p> <p>(c) An update was provided to School Governors as part of Governor Services training, and briefings at further school meeting groups and training were also undertaken in Schools for those who were unable to attend the main sessions.</p>
3.3	<p>In addition to the training, some documents relating to GDPR have been created to further support schools. A new Fair Processing Notice has been created; this is now available via the EIMS Team extranet site. A template for schools to use to gather processing information and a checklist for preparatory actions have also been created and sent out to those who attended the training.</p>
3.4	<p>Regular enquiries are received from Schools and Academies via telephone and email; these tend to be on a range of topics from records retention and off-site storage to disclosing information and information security and range from the quick to answer to more prolonged involvement.</p>
<b>4. Service Use</b>	
4.1	<p>A total of 85 staff from 58 schools attended the Information Governance Training in 2015/2016 and the beginning of 2016/2017. Feedback from Schools was complimentary.</p>
4.2	<p>84% of schools have engaged with the GDPR training and briefing sessions. The sessions have been well received with positive views being provided on Training Assessment forms.</p>
4.3	<p>The main enquiries and associated work from Schools, Academies and PRUs, or Solihull MBC staff enquiries that relate to schools are logged. For Academic year 2016/2017:</p>
	(a) 81% increase in logged enquiries from last academic year
	(b) 67% of enquiries have a focus on Data Protection/GDPR
	(c) 18% increase in number of schools that have had contact with the Service
	(d) Non-academy primary phase schools are still main users of service, but there has been a notable increase (81%) in enquiries from Academies Schools overall.
<b>5. Planned Work</b>	
5.1	<p>Additional GDPR training will be provided later this term/early Spring term for schools that have already attended but also for the 11 schools and academies who have not engaged with any of the GDPR support provided to have the opportunity to receive some training.</p>
5.2	<p>Further GDPR related templates and guidance documents will be created and provided to schools, plus documents created for SMBC staff will be shared with schools including Privacy Impact Assessment form, Data Protection Contract Terms and Conditions and e-learning.</p>
5.3	<p>In addition, Schools will also have information and records management concerns other than preparing for GDPR, therefore a survey will be sent out to and guidance produced on two of the most needed/popular topics.</p>

5.4 A regular newsletter will be produced and the Information Governance pages on the Schools extranet will be kept up-to-date.

## **6. Key Implications for Schools & Settings**

### **6.1 Policy/Strategy Implications**

Schools and Academies should review relevant policies and practices now to prepare for the GDPR.

### **6.2 Legal implications**

As with the current Data Protection Act 1998, each School/Academy is responsible for its own compliance the new GDPR.

### **6.3 Risk Implications**

For all organisations, including Schools and Academies, failing to comply with Data Protection Law could lead to a Data breach, large fines from the Information Commissioner's Office (ICO), the supervisory authority and damage to the School's reputation within the local community.