

South Croydon Cluster Data Protection Officer (SCCDPO)

Service Level Agreement 2018-19

Introduction

Through our South Croydon cluster sharing forum and recent work on the EU General Data Protection Regulations (GDPR) we have formalised arrangements for a Data Protection Officer Service Level Agreement which is aimed at supporting schools to ensure they are compliant from 25th May 2018.

Reciprocal DPOs between schools

The DPO team is made up of 4 School Business Managers with over 30 years of school experience between them who are willing and able to provide this reciprocal service. The DPO's for the SCC are:

Shirley Si Ahmed – Purley Oaks Primary School, Nursery and Children's Centre
Michaela Groves – Atwood Primary Academy
Sue Mellor – St Nicholas School
Lisa Murphy – St Johns Church of England Primary

The SCCDPO's are all trained in GDPR and Foundation Level ISO certified.

DPOs responsibilities

To monitor a school's compliance with data protection law
To ensure a school's policies are followed within the school
To investigate and report data breaches
To act as a contact point for the ICO

Our unique service means schools have access to 4 DPOs. This ensures that capacity is disseminated equally so that schools are supported effectively during the GDPR audit process, monitoring or if a data breach occurs. Our DPO service is available on a full time basis, including during school holidays.

Service details

- This SLA will cover all the principles of GDPR such as:
 - policies & procedures,
 - lawful grounds for processing,
 - staff training,
 - SARs and FOIs processing,
 - data security
 - processes for implementing new systems
- Initially this SLA is for 1 year.
- Two levels of DPO support which is chargeable see page 3 for full cost.

- Any of the SCCDPO's may undertake your audit as part of this SLA.
- Schools who purchase this SLA will be expected to apply the same GDPR process and procedures as supplied by the DPO.
- DPOs will remain employed by their own individual schools while doing work for the schools within the SLA.
- Access to DPOs through a shared email for data breach investigations & requests for services.
- Each school is expected to complete their own internal interim audits.
- Subject Access and Freedom of Information requests will still be completed the individual schools as the schools will hold the data.
- Work completed by the DPO will be saved on an encrypted device.

Pricing – For South Croydon Cluster Schools as at 21st March 2018

- Basic
- *Annual audit by appointed DPO x 1 day*
- *Action plan with DPO recommendations x 1 (1/2) day*
- *School will complete own internal audit check*
- ***£500 a year***

- Enhanced
- *Annual audit by appointed DPO x 1 day*
- *Action plan with DPO recommendations x 1 (1/2) day*
- *Monitoring visit x 2 (1/2) days*
- *DPO reports x 2 (1/2) days*
- ***£1000 a year***

- *Additional costs not including above*
- *Data breach investigation or an additional audit day*
- ***£275 a day***

- *GDPR training**
- *GDPR SCCDPO templates**
- * *Prices available on request*

Pricing – For Schools outside of the cluster as at 21st March 2018

- Basic
- *Annual audit by appointed DPO x 1 day*
- *Action plan with DPO recommendations x 1 (½) day*
- *School will complete own internal audit check*
- ***£550 a year***

- Enhanced
- *Annual audit by appointed DPO x 1 day*
- *Action plan with DPO recommendations x 1 (½) day*
- *Monitoring visit x 2 (½) days*
- *DPO reports x 2 (½) days*
- ***£1100 a year***

- Additional costs not including above
- *Data breach investigation, induction or an additional audit day*
- ***£300 a day***

- *GDPR training**
- *GDPR SCCDPO templates**
- * *Prices available on request*

Schools outside the cluster will be required to undertake an induction to GDPR with one of the SCCDPO's prior to the annual audit.

SCCDPO Services offer a professional and confidential service for all schools who buy into this SLA. Any information disclosed to the DPO will remain confidential to that school. Issues may be discussed with other team members within that school if necessary, but with no-one else, other than the ICO if it forms part of a Data Breach.

Please do not hesitate to contact us at DPO@SCCGDPRservices.co.uk should you have any questions, or if you wish to discuss your future support requirements.

If you wish to purchase this agreement please complete and return the attached agreement to us by **30th April 2018**. Support will be allocated on a first come, first served basis.

We look forward to hearing from you.

Formal agreement

The level of GDPR DPO SLA I have selected is:

Level of service	Cost	Tick your choice
Basic	£500	
	£550 <i>Non cluster school</i>	
Enhanced	£1000	
	£1100 <i>Non cluster school</i>	
Data Breach investigation, Induction or additional audit day if required	£275 a day	
	£300 <i>Non cluster school</i>	

Schools will be invoiced by the relevant DPO who carries out the work as defined within the SLA and acknowledge that the DPOs retain the right to reasonably amend the agreement from time to time following consultation with the school.

This contract will run from 1 May 2018 - 30 April 2019

School Name.....

Head teachers Signature.....

Chair of Governors Signature.....

Date.....

Please hand back or post to:

Michaela Groves
 C/O Atwood Primary Academy
 Limpsfield Road
 Sanderstead
 South Croydon
 CR2 9EE

DPO@SCCGDPRservices.co.uk – This will be usable by 16th April 2018