Preparing for GDPR - know the difference between Data Controllers & Data Processors

Who is the data controller?
A school is the data controller, not a person such as the Head or Governors.

The school, as an organisation, will be fined by the ICO if any serious breaches are found.

Here are some examples of where data is controlled by a school. It is not an exclusive list:

- Student and staff records stored on paper or in systems such as SIMS and Payroll
- Registers, records and mark books whether held on paper or electronically
- Data stored in surveillance systems that capture images or video
- Any data in letters, emails, blogs, text messages that identifies individuals
- Information provided by a parent or carer
- Data in audio equipment such as voice mail and language labs

Who is the data processor?
Schools will have many suppliers and organisations which process their personal data.

As data controllers, schools are responsible for ensuring that the processor takes care of this data.

Schools will need to know why the processor needs this data and remove it if asked in certain circumstances.

- Finance, employment, staff, governor, records
- MIS, assessment, records and reports, trip software
- Online curriculum software that requires student details
- Information sent for statutory returns, exams
- Cashless catering tills
- Parent systems such as text, messaging, payments, bookings

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