



SCHOOLS' CHOICE GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT

The EU General Data Protection Regulation (GDPR) came into force on 25 May 2018. This legislation ensures that the personal data relating to all citizens is protected and that organisations who work with this data are accountable for its protection.

As a data processor, we take our responsibilities in terms of our customers' data extremely seriously and have welcomed the introduction of GDPR as an opportunity to review our processes and approach and ensure that we are compliant and continuously improving.

We offer a [GDPR service](#) to our customers. Providing a Data Protection Officer service, GDPR toolkits, advice, compliance audit and training.

We want to remain confident that we are continuing to handle and process personal data on behalf of our customers appropriately. We have carried out a data audit in line with GDPR requirements to categorise and confirm and record the types of personal data held, the nature and purpose of processing and identify the lawful basis for personal data processing. We have also reviewed our existing policies and procedures and ensured that our privacy statements, service descriptions and associated processes are all compliant. All our employees have undertaken GDPR training and we will continue to ensure that we develop and embed our knowledge and understanding of GDPR.

We have a designated Data Protection Officer (DPO) who is responsible for ensuring that we are accountable and transparent. In the event of a data breach we must notify the relevant data controller without delay and will ensure that the data controller is provided with:

- information regarding the nature of the breach
- contact details of the DPO and any other relevant contact
- potential consequences of the breach
- measures to limit any harmful effects – both imposed and proposed

As a customer of Schools' Choice and a data controller, you are responsible for ensuring that your use of our services is compliant with GDPR and your policies.

As a data controller of our own employees' information, we take the same approach to compliance and ensuring our accountability for protecting their personal data is adhered to.

May 2018