This area can seem daunting – but must never be ignored. As a school you’re responsible for controlling your own data, and therefore you have a legal obligation to respond to requests for personal data under the Data Protection Act. Faced with increasing scrutiny by the Information Commissioner to schools’ responses to information requests, it’s highly advisable that schools seek expert advice. Our qualified specialists can guide you through the complexities, so you take the correct course of action.

It’s essential that you understand your legal obligations under the Data Protection Act, the Freedom of Information Act and Environmental Information Regulations – and we can help.

Key benefits

• If your school receives a request for personal data under the Data Protection Act, or a Freedom of Information request, rest assured that we can guide you through the complexities of what’s needed so you provide the right information.

• The cost of non-compliance can be very high; some cases of breaching regulations have resulted in fines of up to £500,000, and custodial sentences may be imminent for severe cases – so avoid any such risks by getting professional help from the outset.

• As a school, you control your own data, so remove the complexities and intricacies of responding to information requests by letting us help determine which piece of legislation applies and how to apply exemptions where suitable.
Understanding your legal obligations

Our team of nationally-qualified information management specialists can assist your school so you respond with confidence and accuracy to requests relating to the Data Protection Act 1998 (DPA), the Freedom of Information Act 2000 (FOIA), and the Environmental Information Regulations 1998 (EIR) among other legislation.

We undertake the necessary research to determine the most appropriate course of action in responding to requests, and ensure your response is received in a timely manner – providing the information requested, and applying the correct and most relevant exemptions or exceptions.

This service also offers general advice and guidance on data protection queries and issues for your school staff, such as how to process a request for access to records (Subject Access Request), and how to manage the situation in the event of a data breach.

We can also provide staff and governor training to ensure all staff within your school understand your school’s legal obligations in the area of information management relating to these Acts and Regulations.

Next steps

If you’d like to find out more about how our information management specialists can help your school confidently and accurately navigate the complexities of data and information requests, please contact the Schools’ Choice team. We will listen to your needs and tailor a service to meet your requirements.

“...clear and concise and therefore really helpful. The interaction and opportunity to ask questions has really helped our forward planning.”

Sarah Skinner, Head teacher, Claydon High School

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