Information Assurance Training for Schools and the Education Sector

Learn about the necessity of data protection in schools, with Information Assurance Training for Schools and the Education Sector from Salford Professional Development.

The governing body of a school is responsible for its data protection, and if there is any breach of the Data Protection Act (DPA) it may have to pay a fine from its budget. The DPA and Freedom of Information Acts (FOIA) are complex. It is the duty of the governing body of a school to be registered with the Information Commissioner's Office (ICO) and comply with current legislation; failure to do so can result in fines of up to £500,000 for each breach of the legislation from the ICO.

Legislation changes are under constant review both at a European and national level. Understanding and adhering to DPA and FOIA are therefore essential for schools.

Overview

The ICO is the UK's independent public authority, set up to uphold information rights. The body promotes good practice, rules on complaints, and takes appropriate action when the law is breached.

Schools must therefore ensure the following:

- Make sure staff and governors understand what personal data is and that they know how to safeguard it.
- Have information security policies in place and make sure all staff and governors are familiar with and abide by the policies.
- Understand how to keep information safe when it is being stored, used, transported, and disposed of. This includes paper files, emails, and electronic files on your laptop or memory stick.
- Encrypt any laptops/computers that may contain personal data.
- Know what information you can share and know how to do this safely.
- Have a process for reporting and managing incidents where personal data has or may have been disclosed.

Delivery

You will receive two separate 1-day training events for two delegates at each session: the first providing an overview and the second a 'train the trainer' event. Our training will equip you with the knowledge you require to ensure your school can manage its responsibilities within the DPA legislation.

Our 'train the trainer' sessions and training materials enable you to educate everyone in your school on how to manage information safely. This is something the ICO considers essential in successfully avoiding data breaches or in mitigating the consequences if a breach does occur.

Delegates

People who will benefit from the Information Assurance Training for Schools and the Education Sector include: teachers, head teachers, lecturers, and other school staff.

Learning Outcomes

When you attend this data protection course for schools, you'll achieve the following learning outcomes:

- Peace of mind and assured access to quality information, advice and guidance
- Reduced risk of fines and exposure to external investigation by the ICO
- Improved and legally compliant processes and policies
- Culture change to reflect improved knowledge
- Enhanced security for confidential information
- A review of current practices
- Staff training and awareness raising
- Highlight roles and responsibilities
- Enable compliance with legislation
- Develop and promote good practice in information security and governance
- Help dealing with security incidents

Additional Benefits

You'll benefit from a reduced cost for any additional bespoke packages listed below:

- Self-Assessment Health Check Completion (to guide you through information issues relating to schools in the organisational, physical and technical environment). You will leave with your own tailored action plan of priority areas in your school.
- School Governor Training
- Information Breach Management
- Multi-agency working

If you are interested in learning more about this Information Assurance training for Schools or other courses available, please contact us on 0845 431 0433 or cpd@salford.ac.uk