R Simmons Ltd DPO Services

Terms and Conditions – Nov ‘22

**Introduction**

Schools, as public authorities, must have a named Data Protection Officer (DPO) and must be fully compliant with the legal requirements under the General Data Protection Regulation that came into effect from 25th May 2018.

A range of model policies, toolkits and full-service options are available to schools to help them become compliant and gain access to a DPO, without the need to employ their own. The solutions, along with the cost, vary hugely and schools are seeking to become compliant whilst balancing an increasingly restricted budget.

**The Service Offer**

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| **What you will get** | **Benefits** |
| * Pragmatic advice, via email and telephone, specific to how your school can become compliant | * You will be told what you need to do to become compliant, removing the guess work. An action plan will be produced for the school if one is not already in place. |
| * Support with the development of compliant policies and procedures | * Your policies and procedures will be reviewed, suggestions will be offered that will make them stronger, but they will remain specific to your school. |
| * Free access to model policy and procedure templates (on-line) | * You do not need to start from scratch. You can amend a model policy or procedure to your own school. |
| * Free access to 16 short training videos for staff, teachers and Governors (on-line) | * Access to free on-line training via phone or computer as and when staff or Governors would like to check GDPR requirements. |
| * An annual visit to check compliance, review procedures and follow-up your action plan | * You will be visited at least once per year to review any changes to policies and procedures and to ensure they are being used effectively |
| * Access to practical advice, gathered from the experience of over 70 schools | * Experience of multiple schools and solutions to day-to-day challenges are shared with your school |
| * A named Data Protection Officer dedicated to your school and available for all your queries | * You meet your legal requirement and gain access to a qualified DPO to support the school and act on your behalf with the Information Commissioner’s Office in the case of a significant breach |
| * Excellent value for your school, without the unnecessary whistles and bells | * You get a fully supported service that focuses on your needs, provides flexibility and is affordable |

**Cost**

Budgets are tight and GDPR is an unwelcome pressure. The reality is that once policies and procedures are in place GDPR can become part of business as usual and normally only requires ad hoc advice and targeted breach support.

However, schools are at different stages on their journey to compliance – some needing higher levels of support. In this respect the costing for the service has been based on the time requirement for an annual visit, plus a cost directly relating to the volume of data being processed.

**The annual cost of the service £150\* plus £1 / pupil on roll.**

\*The cost is per school and discounts are available when schools renew the service and have referred other schools (see notes for details).

**What is included**

The cost of the service includes the following:

DPO - Roger Simmons will be your named DPO, liaising with the Information Commissioner’s Office in the event of a data breach and providing hands-on support to the school with Data Protection Impact Assessments and all your data protection queries.

Policies and Procedures - Review of all your data protection policies and procedures and the provision of advice and support to ensure they are compliant. These include:

* Data Protection Policy
* Privacy Notices for Parents and Staff
* Record of Processing Activity
* Subject Access Request Procedure
* Breach Management Procedure
* Data Protection Impact Assessment

Annual review – Meeting at least once per year to review policies, procedures, training needs and to ensure policies are being implemented. The review would also include the review of any existing Compliance Check or Action Plan the school has in place.

The review would be a morning or afternoon meeting that will be tailored to meet the specific needs of the school.

**Additional options**

To contain costs, the DPO service includes what the school needs to become compliant. The following are options that the school may wish to access either by itself or by collaborating with other schools and sharing the cost.

GDPR Compliance Check

This is a morning or afternoon meeting at the school to review the key areas of compliance and how far along the journey the school has travelled. This is a structured review, where advice will be provided to help the school become compliant. A formal report is issued to summarise the areas for attention and to provide an action plan for the school to become compliant.

Where schools are working in partnership or federation a compliance check can include all schools that will be using the same policies and procedures.

NB: This is a one-off review. A review of the resulting action plan is included in the DPO Service and completed at the annual review.

**Cost:** £300 for the compliance check, report and action plan

Training

Schools have identified several areas for training. These include:

* Email protocols - how the school can reduce the risk of a breach
* Data breach – main risks to our school and how we can mitigate
* Consent – why it is important and when do we need it
* General requirements – what must the school do to be compliant

The website – Rsimmonsltd.com – has 16 short on-line training videos for staff, teachers and Governors. These are provided free with the DPO service and can be accessed as many times as you would like.

**Cost:** On-line training is provided free with the DPO Service.

Training is also available in an interactive workshop style, using information about the school and input from staff and Governors to make the training specific to your school. Topic and format can be tailored to meet the school needs. The session would last about an hour and is provided at the school. The school can invite whoever it likes to join the session.

**Cost:** One free training session per year delivered at the school.

Additional training sessions are available at £100 / session.

**Notes**

Qualifications: Roger Simmons is a GDPR Practitioner and DPO, with Certificates from The Knowledge Academy. He has completed GDPR compliance checks with over 65 schools in East Sussex.

Broader knowledge and experience: Roger has a Distinction level MBA and is Prince 2 qualified. He has worked extensively in the Early Years sector and now provides business consultancy and project management for the NHS and individual organisations. He has been the Chair of Governors of a large East Sussex secondary school and remains on the Governing Board.

Contract: The contract is between the school and the Company, Roger Simmons Ltd, a private limited company registered in England (Registration number 09754377). The business is not VAT registered as it is below the VAT registration limits and VAT is not applied to the stated costs of the service.

The business address is: 32 Moy Avenue, Eastbourne, BN22 8UF

Contact details are: [rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com), Mobile: 07704-838512

The website and training materials can be found at: Rsimmonsltd.com

The contract is for the provision of the services by the Company and outside the IR35 regulations (Please see IR35 assessment and exemption).

Payment Terms: The cost of the service is calculated as an annual sum. It is made up of a £150 charge per school plus £1 per pupil on the roll. If an agreement starts part way through the year then a pro-rata reduction will be calculated so the school only pays for the number of months covered by the service.

The service is invoiced for the contract period in advance.

Termination: Should the school wish to terminate the contract then a full term’s notice (2 short-terms) should be given and a pro-rata refund of the cost will be provided to the school.

Discounts: A discount voucher, to a value of £50, will be provided to a school that refers another new school to the DPO Service.

The voucher is provided when the new school joins the service and can be used by the referring school against the cost of the school’s annual renewal.

A school may use up to 3 vouchers in any one year, with any additional vouchers being carried forward for use in future years.

Insurance: The Company is insured with the following levels of cover:

Public Liability up to £5,000,000

Professional Indemnity up to £250,000

Employers Liability up to £10,000,000

In respect to the cost and level of service being provided, these levels of cover are considered more than sufficient to cover the activities of the business that operates outside the school (please see Insurance Certificate).