

TUESDAY'S LIVE TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review your ROPA against the Systems you actually use

Why?

Keep It Current

- New software and services are introduced throughout the year.
- Remove processing activities that are no longer undertaken.

Know Your Data

- Identify what personal data is processed and why.
- Record sharing, retention and security arrangements.

Benefit

A Record of Processing Activities should accurately reflect how personal data is being used across the organisation. New systems, suppliers and working practices can quickly make a ROPA outdated if it is treated as a once-a-year exercise. Reviewing it with finance, HR, safeguarding, curriculum and IT teams helps identify missing processing activities, provides greater oversight of information sharing and supports the school or trust in demonstrating compliance with its data protection obligations.

Useful Resources

- NCSICO – Documentation
- DfE – Data Protection in Schools