



Marketing Pack

TrainingSchoolz eLearning





SBS
School Business Services

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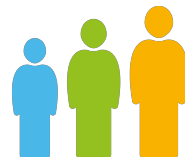


The TrainingSchoolz Platform

TrainingSchoolz is an online service which enables you to create, distribute and monitor your own online interactive training.

Start with one of the included, [professionally written, training assignments](#) on a range of common topics including:

- Data Protection in Schools (module of 4 assignments including the new GDPR, DPA2018, PECR and Cyber Security) – Further Details provided in this document
- Safeguarding – An Introduction for Teachers and Staff 2018
- Child sexual exploitation -Awareness Training for Teachers and Staff
- E-safety Annual Training for Teachers & Staff
- First Aid – Basic Life Support for Schools
- First Aid – Common Illnesses and Injuries in Schools
- Health & Safety – Schools Essentials
- Health & Safety – School Hazards Awareness
- Keeping Children Safe in Education 2018
- Radicalisation – Awareness Training for Schools



The Data Protection in Schools eLearning module

This module covers the new data protection laws, including the General Data Protection Regulation (**GDPR**) and Data Protection Act 2018 (**DPA2018**), as well as the existing Privacy in Electronic Communications Regulations (**PECR**), Freedom of Information Act (**FOIA**) and elements of the **Computer Misuse Act 1990**.

The module is delivered in an education specific format via four individual assignments including:

- Data Protection as a school staff member
- Data Protection as a school SLT member
- Data Protection as a school governor
- Cyber security in schools

The following section outlines the four assignments including an overview and outline of the assignment content.



Assignments

Data Protection as a school staff member

This course is designed to be taken by all staff as a baseline of understanding of the new data protection laws, types of sensitive data, risks within the school, and their responsibilities as a school staff member.

Outline of assignment content;

- GDPR an overview
- GDPR is not the only law
- Should I take this seriously?
- Rights of the data subject
- Safeguarding and the GDPR
- GDPR principles of data processing
- Possible locations of personal data
- Types of special categories or sensitive personal data
- Risk awareness: Human factors
- Types of risk
- Risk awareness: Individual risk
- Risk awareness: What should I do?

Duration: Approx. **30 mins**

Certificate of completion: **Yes**

Content sample

GDPR Principles of data processing

6 Principles of data processing

There are 6 principles within the GDPR which, when followed, provide a foundation of data protection which will meet the required level of compliance.

- 1) Process
- 2) Collec
- 3) Adequ
- 4) Accur
- 5) Retain
- 6) Proces

As a teacher, you must understand the principles of data protection and security.

Possible locations of Personal data

Personal data is kept in both physical or electronic forms in many locations. Consider the following:

- Physical files
- Printouts, correspondence etc.

Risk awareness

Human Factors

The new data protection laws are a structured approach to data protection.

Reported incidents to the ICO (January - March 2017).

Data security incidents by type

Incident Type	Count
Failure to use bcc when sending email	36
Data sent by email to incorrect recipient	77
Loss or theft of paperwork	90
Data posted or faxed to incorrect recipient	76

Source: ico.org.uk

The majority of reported data breaches between Jan & Mar 2017 were of human errors. It is essential that staff **take particular care** when handling or sharing personal data, especially when it contains sensitive types of data.



Data Protection as a school SLT member

This assignment is designed to be taken by all SLT members as a baseline of understanding of the new data protection laws and the requirements of the school to demonstrate compliance.

Outline of assignment content:

- GDPR an overview
- GDPR is not the only law
- Should I take this seriously?
- Rights of the data subject
- Safeguarding and the GDPR
- Data Controllers and their responsibilities
- Data Processors and dealing with Data Processors
- Data Protection Officers
- GDPR principles of data processing
- Possible locations of personal data
- Risk awareness: Penalties
- Reducing risk through a Privacy culture
- Privacy culture: Mitigating risk
- Recommended next steps

Duration: Approx. **30 mins**

Certificate of completion: **Yes**

Content sample





Data Protection as a school governor

This assignment is designed to be taken by all governors as a baseline of understanding of the new data protection laws and understanding of the corporate risk, to the school, of non-compliance.

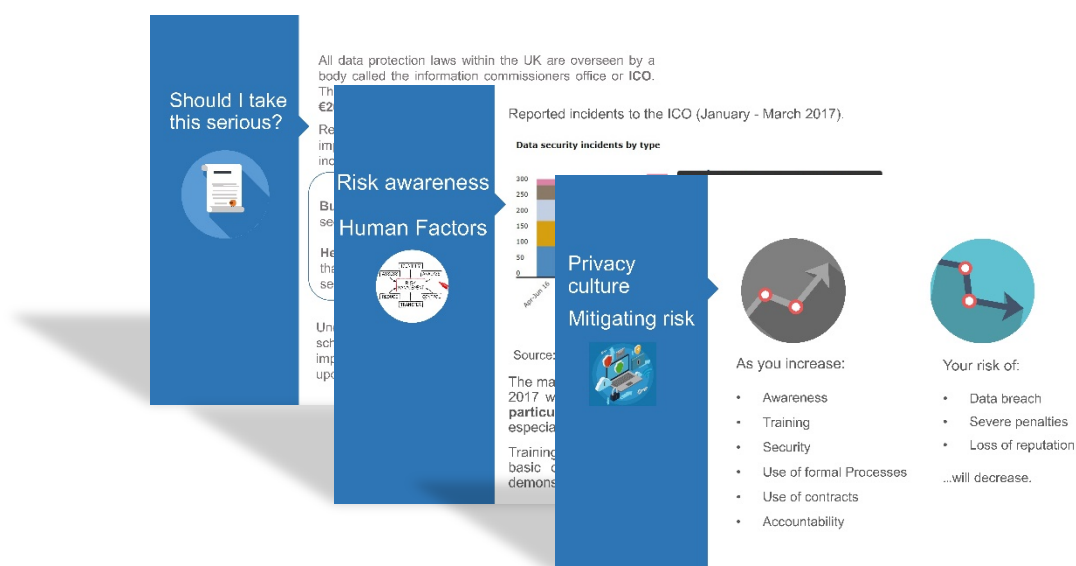
Outline of assignment content:

- GDPR an overview
- GDPR is not the only law
- Should I take this seriously?
- Rights of the data subject
- Safeguarding and the GDPR
- Data Controllers and their responsibilities
- Data Processors and dealing with Data Processors
- Data Protection Officers
- GDPR principles of data processing
- Possible locations of personal data
- Risk awareness: Penalties
- Reducing risk through a Privacy culture
- Privacy culture: Mitigating risk
- Recommended next steps

Duration: Approx. **20 mins**

Certificate of completion: **No**

Content sample



Cyber Security in schools

This course is designed to be taken by all staff as a baseline of understanding on the basics of cyber security in a school.

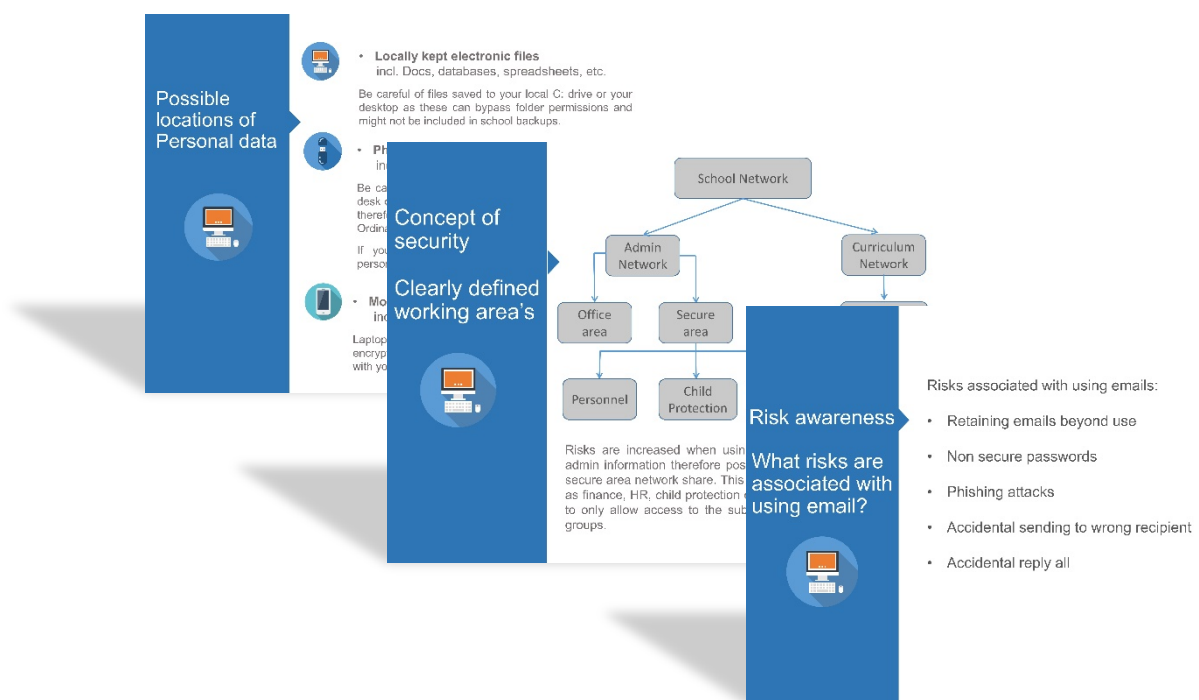
Outline of assignment content:

- ISMS in schools
- ISMS in schools: Physical IT hardware
- Two factor authentication (TFA)
- Stronger passwords
- Possible locations of personal data
- Concept of security: CIA
- Concept of security: Clearly defined working area's
- Types of risk within the school
- Risk awareness: What risks are associated with using email
- Risk awareness: Safely working with email
- Recommended next steps

Duration: Approx. **30 mins**

Certificate of completion: **Yes**

Content sample





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