



Southwark Diocesan
Board of Education
Multi-Academy Trust

GDPR LEAD ROLE DESCRIPTION

Part of the 2025/2026 Trust Operating Manual

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1. KEY RESPONSIBILITIES AND TASKS:

- 1.1 Act as the key contact within school for the SDBE MAT Data Protection Officer (DPO)
- 1.2 Undertake relevant training as prescribed by the SDBE MAT
- 1.3 Promptly report (within 24 hours) any data breaches within school to the SDBE MAT DPO
- 1.4 Assist SDBE MAT DPO with reporting data breaches to the Information Commissioner's Office
- 1.5 Develop an ethos and culture within school for best practice around data protection
- 1.6 Regularly review GDPR information, guidance and resources on SDBE MAT website
- 1.7 Oversee and distribute information and training around GDPR
- 1.8 Ensure records are kept in relation to GDPR training for staff
- 1.9 Ensure relevant Privacy Notices are issued to individuals, as necessary (staff, parents, etc.)
- 1.10 Identify and monitor the data processors at work, ensuring that they deal with data in a manner consistent with data protection principles
- 1.11 Monitor data management procedures within school ensuring compliance with GDPR
- 1.12 Lead on the response to requests for information by data subjects, ensuring they are addressed within legal timeframes
- 1.13 Ensure data is destroyed when necessary in line with published guidelines
- 1.14 Perform regular audits and spot-checks to ensure procedures are compliant with regulations