

Data Protection Officer Services

Service Level Features	Bronze	Bronze+	Silver	Gold	Platinum
School size	Any	Less than 100	150-450	451-900	901+
Advice and Guidance:					
Policy framework: policies, procedures, standards, implementation guides, compliance checklist, incident logs	✓	✓	✓	✓	✓
Helpdesk: Unlimited online and phone enquiries. Unlimited referral to knowledge bank and documentation	✓	✓	✓	✓	✓
Knowledge bank: Q&A, FAQs	✓	✓	✓	✓	✓
Webinars	✓	✓	✓	✓	✓
Blog	✓	✓	✓	✓	✓
Consultancy (onsite/remote: minimum one school visit per year)	1 day	✗	✗	✗	✗
Training:					
All staff e-Learning	✓	✓	✓	✓	✓
Data Protection Officer:					
Consultancy: Review of all data processing activities (inventory / mapping) as part of the health check – issue recommendations. Assistance with data protection impact assessments and monitoring performance	✗	1 day onsite / 1.5 remote	2 day onsite / 3 remote	3 day onsite / 5 remote	3 day onsite / 7 remote
Co-operation with, and the contact point for the supervisory authority, the Information Commissioner's Office	✗	✓	✓	✓	✓
Named contact for DPO purposes	✗	✓	✓	✓	✓
Monitoring and advice relating to subject access requests and data breaches	✗	✓	✓	✓	✓
Assisting schools with maintenance of records	✗	✓	✓	✓	✓
Monitoring and advice relating to FOI and other information requests	✗	✗	✗	✗	✓
Single school price secondary	£865	n/a	£2,585	£3,905	£4,705
Single school price primary	£735	£1,465	£2,195	£3,315	£3,995



Secondary

	1	2	3	4	5	6	7	8	9	10
Platinum	£4,705	£7,058	£9,881	£12,233	£14,115	£15,527	£18,114	£20,702	£23,290	£23,525
Gold	£3,905	£5,858	£8,201	£10,153	£11,715	£12,887	£15,034	£17,182	£19,330	£19,525
Silver	£2,585	£3,878	£5,429	£6,721	£7,755	£8,531	£9,952	£11,374	£12,796	£12,925
Bronze	£865	£1,298	£1,817	£2,249	£2,595	£2,855	£3,330	£3,806	£4,282	£4,325

Primary

	1	2	3	4	5	6	7	8	9	10
Platinum	£3,995	£5,999	£8,398	£10,398	£11,998	£13,198	£15,397	£17,597	£19,796	£19,996
Gold	£3,315	£4,979	£6,970	£8,630	£9,958	£10,954	£12,779	£14,605	£16,430	£16,596
Silver	£2,195	£3,296	£4,614	£5,713	£6,592	£7,251	£8,459	£9,668	£10,876	£10,986
Bronze+	£1,465	£2,195	£3,077	£3,809	£4,395	£4,835	£5,640	£6,446	£7,252	£7,325
Bronze	£735	£1,103	£1,544	£1,912	£2,206	£2,426	£2,831	£3,235	£3,639	£3,676

Terms

- Each school must have their own subscription to services. Schools are required to ensure the level of service is appropriate for their needs, otherwise additional charges may be incurred.
- Consultancy time is time spent working on bespoke responses and solutions for an organisation. Initial enquiries and referrals to existing knowledge bank material to not count towards consultancy time.
- Additional consultancy days are available at our standard day rate of £650.
- MATs and federations pricing is based on the total number of organisations in each MAT or federation. Multi-school pricing is only available to groups of schools formalised as MATs or as a federation and the number of days allocated is pro-rata to the pricing.
- Pricing will be held until 30 June 2018 at which point DPE reserve the right to increase the pricing for new customers.
- At the end of the contractual period, each school will be provided a copy of their data and it will be deleted from the DPE platforms. Any non-school specific collateral or content, such as FAQs in the knowledge bank will be anonymised and kept for future reference. Any IP associated with these activities will be held by DPE.
- Maintained schools converting to academies will have contracts automatically novated to the new entity. If additional consultancy days are required during transition, these are available at our standard day rate.
- Prices include expenses for visiting schools for the number of onsite days indicated.
- DPE will keep ensure the school has a visible record of used time allocation and we will review all service levels at the end of each term of Y1 to ensure the time allocation meets the requirement.
- All prices exclude VAT.

School responsibilities:

- To follow and implement policy framework
- Follow the recommendations of the DPO
- To understand the responsibilities of the Data Controller
- To provide access as needed to the Headteacher and Governing Body
- Assign and manage staff for training
- Agree work requests with DPE
- Respond to DPE in any agreed timescales
- Gather all required information and sign-off SARs and information requests
- To inform DPE immediately of any information requests, breaches or contact from the Information Commissioner's Office.
- Ensure all staff partake in annual training