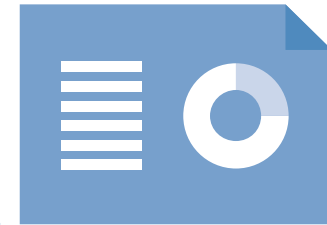


Greenwood Academies Trust

Data protection audit report

January 2019

Executive summary



Audit Methodology

The Information Commissioner is responsible for enforcing and promoting compliance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA18) and other data protection legislation. Section 146 of the DPA18 provides the Information Commissioner's Office (ICO) with the power to conduct compulsory audits through the issue of assessment notices. Section 129 of the DPA18 allows the ICO to carry out consensual audits. The ICO sees auditing as a constructive process with real benefits for controllers and so aims to establish a participative approach.

Greenwood Academies Trust (GAT) agreed to a consensual audit by the ICO of its processing of personal data. An introductory meeting was held 5 October 2018 with representatives of GAT to discuss the scope of the audit.

Telephone interviews were conducted on 28 November 2018 and 29 November 2018 prior to the onsite visit. The audit fieldwork was undertaken at Greenwood Academies Trust's Head Office, Nottingham and Nethergate Academy, Nottingham between 4 December 2018 and 5 December 2018.

The purpose of the audit is to provide the Information Commissioner and GAT with an independent assurance of the extent to which GAT within the scope of this agreed audit, is complying with data protection legislation.

It was agreed that the audit would focus on the following area(s):

Scope Area	Description
Governance & Accountability	The extent to which information governance accountability, policies and procedures, performance measurement controls, and reporting mechanisms to monitor data protection compliance to both the GDPR and national data protection legislation are in place and in operation throughout the organisation.
Data Sharing	The design and operation of controls to ensure the sharing of personal data complies with the principles of all data protection legislation.
Training & Awareness	The provision and monitoring of staff data protection, records management and information security training and the awareness of data protection regulation requirements relating to their roles and responsibilities.

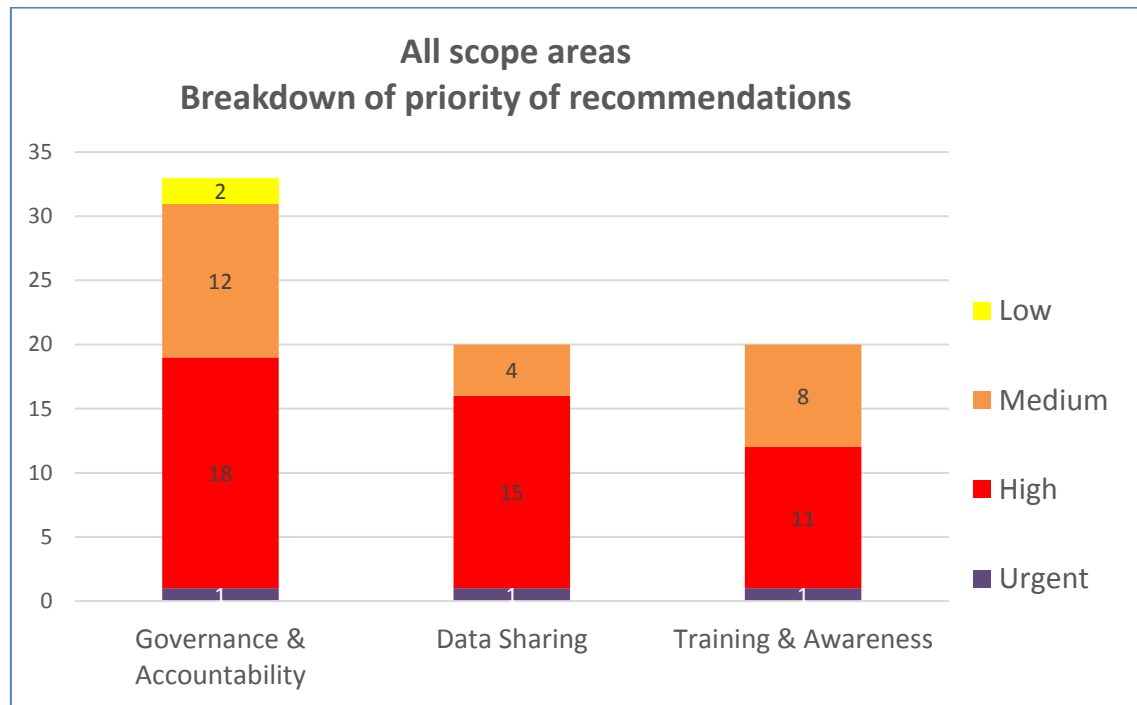
The audit was conducted following the Information Commissioner's data protection audit methodology. The key elements of this are a desk-based review of selected policies and procedures, on-site visits including interviews with selected staff, and an inspection of selected records.

Where weaknesses were identified recommendations have been made, primarily around enhancing existing processes to facilitate compliance with data protection legislation. In order to assist GAT in implementing the recommendations each has been assigned a priority rating based upon the risks that they are intended to address. The ratings are assigned based upon the ICO's assessment of the risks involved. GAT's priorities and risk appetite may vary and, therefore, they should undertake their own assessments of the risks identified.

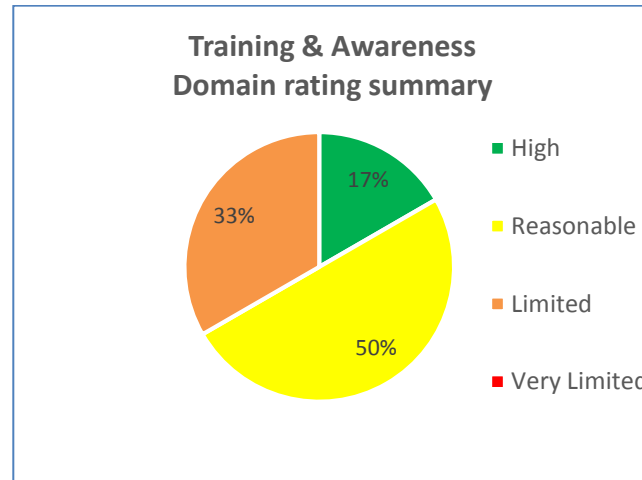
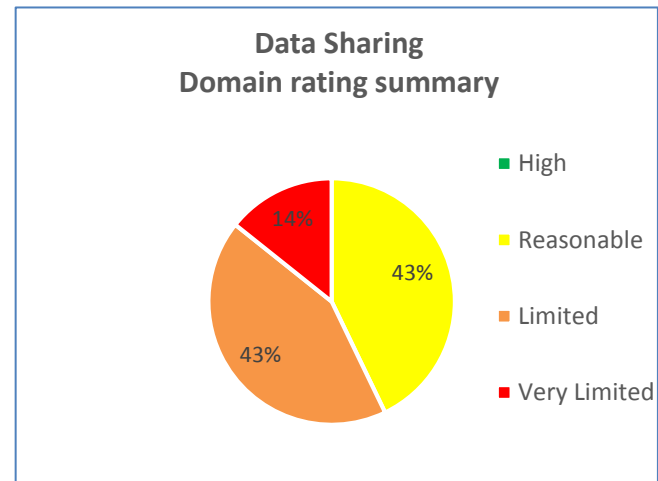
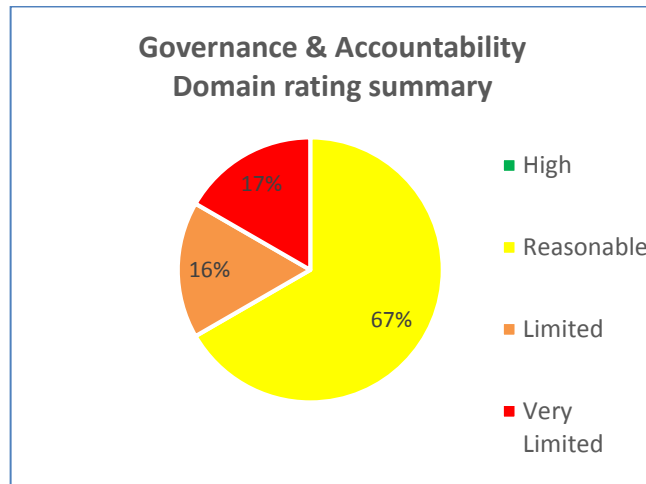
Audit Summary

Audit Scope Area	Assurance Rating	Overall opinion
Governance & Accountability	Reasonable	There is a reasonable level of assurance that processes and procedures are in place and are delivering data protection compliance. The audit has identified some scope for improvement in existing arrangements to reduce the risk of non-compliance with data protection legislation.
Data Sharing	Limited	There is a limited level of assurance that processes and procedures are in place and are delivering data protection compliance. The audit has identified considerable scope for improvement in existing arrangements to reduce the risk of non-compliance with data protection legislation.
Training & Awareness	Reasonable	There is a reasonable level of assurance that processes and procedures are in place and are delivering data protection compliance. The audit has identified some scope for improvement in existing arrangements to reduce the risk of non-compliance with data protection legislation.

Priority Recommendations



Graphs and Charts



Good Practice

ICO auditors acknowledge that GAT have been working positively towards GDPR compliance. It was also noted that there was a programme of data protection awareness for staff in place via emails, posters and through the data protection officer role.

Areas for Improvement

GAT should produce a record of processing activities.

A programme of routine compliance checks should be put in place for data processors.

GAT should assign operational roles and responsibilities for the day to day management of records management, information security and data sharing.

A suite of data protection key performance indicators should be developed, reported and reviewed by senior management on a regular basis.

Data sharing agreements should be put in place with all data sharing partners, setting out the obligations of each controller in line with data protection legislation.

GAT should create a log of data sharing decisions, including any decision not to proceed with data sharing, to ensure there is central oversight of all data sharing.

A training needs analysis should be put in place to regularly assess the training needs of all staff.

GAT should ensure that data protection refresher training is up to date and delivered frequently.

Disclaimer

The matters arising in this report are only those that came to our attention during the course of the audit and are not necessarily a comprehensive statement of all the areas requiring improvement.

The responsibility for ensuring that there are adequate risk management, governance and internal control arrangements in place rest with the management of Greenwood Academies Trust.

We take all reasonable care to ensure that our audit report is fair and accurate but cannot accept any liability to any person or organisation, including any third party, for any loss or damage suffered or costs incurred by it arising out of, or in connection with, the use of this report, however such loss or damage is caused. We cannot accept liability for loss occasioned to any person or organisation, including any third party, acting or refraining from acting as a result of any information contained in this report. This report is an exception report and is solely for the use of Greenwood Academies Trust. The scope areas and controls covered by the audit have been tailored to Greenwood Academies Trust and, as a result, the audit report is not intended to be used in comparison with other ICO audit reports.