



St Catherine's C of E School

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Role Description

Data Protection Representative (DPR)

Version: 2.3 | Date: May 2026

General information

Field	Details
Contract type	Part of existing duties
Location	
Reporting to	Data Protection Officer (DPO)
Responsible for	School/academy staff
Budget responsibilities	None

Purpose

The DPR is responsible for upholding the school's/academy's/MAT's/Federation's policies and monitoring compliance with current UK data protection law with the support and authority to do so effectively. They oversee the school's/academy's/MAT's/Federation's data protection processes and inform the DPO of any non-compliance. The DPR will assist the DPO in gathering information relating to subject access requests along with day-to-day handling and questions related to UK data protection law, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018), and the Data (Use and Access) Act 2025 (DUAA 2025).

Key responsibilities

- To support the school and its employees in upholding their obligations under current UK data protection law, including the UK GDPR, DPA 2018, and the Data (Use and Access) Act 2025 (DUAA 2025).
- To be aware of the school's/academy's/MAT's/Federation's processing operations, information systems, data security processes and needs, and administrative rules and procedures.
- To ensure the school's/academy's/MAT's/Federation's policies are followed, through:
 - providing help and guidance to staff;
 - reviewing new systems suggested for implementation and obtaining approval from the DPO.
- To handle data protection complaints received from data subjects under the statutory complaints procedure introduced by the Data (Use and Access) Act 2025 (in force 19 June 2026), including:
 - receiving complaints by any means (in person, by telephone, in writing, or electronically);
 - logging and acknowledging complaints within 30 days of receipt;
 - liaising with the DPO to investigate and resolve complaints without undue delay;
 - keeping the complainant informed of progress and communicating the outcome.
- To assist the DPO with carrying out data protection impact assessments (DPIAs), if necessary.
- To act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - alerting the DPO to and assisting with subject access requests, applying the 'reasonable and proportionate' search standard and the clock-pause provisions introduced by the DUAA 2025;
 - responding to other requests regarding individuals' rights over their data and how it is used.

- To verify, when onboarding new online services or applications for use by pupils, that the provider has considered children's higher data protection requirements as set out in the Data (Use and Access) Act 2025, and to flag any concerns to the DPO.
- To maintain a record of the school's/academy's/MAT's/Federation's data processing activities.
- To work with external stakeholders, such as suppliers or members of the community, on data protection issues and involve the DPO where necessary.
- To respect and uphold confidentiality, as appropriate and in line with UK data protection law, in carrying out all duties of the role.
- To take responsibility for fostering a culture of data protection throughout the school.
- To work closely with other departments and services, such as HR, legal, IT and security, to ensure compliance with UK data protection law.
- To undertake any additional tasks necessary to keep the school/academy/MAT/Federation compliant with UK data protection law and to be successful in the role.

Person specification

Criteria	Desirable qualities
Qualifications	• No formal qualification required. • Awareness of UK data protection law is desirable.
Experience	• Working with educational data.
Skills and knowledge	• Knowledge of UK data protection law (UK GDPR, Data Protection Act 2018, and the Data (Use and Access) Act 2025). • Excellent communication skills. • Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across a school/academy/MAT/Federation or other organisation.
Personal qualities	• Detail oriented. • Able to work under pressure. • Able to prioritise tasks effectively. • Able to work independently and autonomously with minimal supervision. • Commitment to maintaining confidentiality at all times.