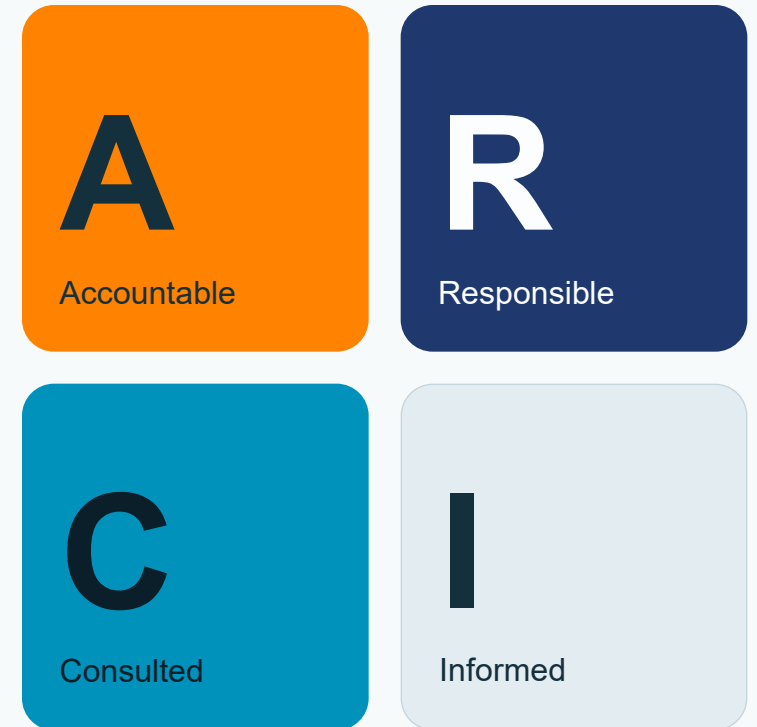


Role cards

Who is accountable, responsible, consulted and informed
One card for each of the 14 roles, across all 12 standards.



How to read a role card

A · Accountable

Answerable for the correct and thorough completion of the task, and delegates it. There must only be one Accountable per task.

R · Responsible

Responsible for the correct completion of the work.

C · Consulted

Opinions sought, typically subject-matter experts. Normally two-way communication.

I · Informed

Kept up to date on progress, often one-way communication.

On each card

Twelve tiles, one per standard. Each tag shows the letter the role holds and the areas it covers. **All areas** means the same letter for every area in that standard. A grey tile means no defined role.

Adapt it to your setting

Your organisation may not have every role, or one person may hold several. Where DfE guidance says “responsible”, it may translate to **Accountable** on the RACI chart.

The 14 roles

01 SLT Digital Lead

02 IT Support

03 SLT Team

04 Governing Body

05 Governance Data Protection Lead

06 DPO

07 Finance/Business Operations

08 DSL

09 IT Director

10 Facilities/Estates

11 Headteacher/Principal

12 Curriculum Leads

13 School Staff

14 Outsourced services

Who is accountable for each standard

Leadership & Governance	SLT Digital Lead – Registers, Business Continuity, Digital Strategy · Headteacher/Principal – Responsibilities
Cyber Security	SLT Digital Lead – all areas except Cyber Awareness · Headteacher/Principal – Cyber Awareness
Cloud Solutions	SLT Digital Lead – all areas
Filtering & Monitoring	Headteacher/Principal – Roles & Responsibilities, Annual Review, Filtering System · SLT Team – Monitoring Strategies · DSL – Responsible for all areas, working with the Accountable roles
IT Support	SLT Digital Lead – all areas
Servers & Storage	SLT Digital Lead – all areas
Laptop, Desktop & Tablet	SLT Digital Lead – all areas
Network Cabling	SLT Digital Lead – all areas
Network Switching	SLT Digital Lead – all areas
Wireless Networks	SLT Digital Lead – all areas
Broadband Internet	SLT Digital Lead – all areas
Digital Accessibility	SLT Digital Lead – Strategies & Policies · SLT Team – Hardware & Software · Communications – both are marked Accountable in the source

SLT Digital Lead

Leadership & Governance

A Registers, Digital Strategy

A + R Business Continuity

R Responsibilities

Cyber Security

A Cyber Risk, Anti-malware & Firewalls, User Accounts & Access, Digital Technology, Backup Plan, Cyber Attacks

R Cyber Awareness

Cloud Solutions

A All areas

Filtering & Monitoring

No defined role

IT Support

A Meeting Standards, Maintain & Improve

A + R SLA Agreement, Guidance & Training

Servers & Storage

A All areas

Laptop, Desktop & Tablet

A All areas

Network Cabling

A All areas

Network Switching

A All areas

Wireless Networks

A All areas

Broadband Internet

A All areas

Digital Accessibility

A Strategies & Policies, Communications

IT Support

Leadership & Governance

R Registers

R + C Digital Strategy

C Business Continuity

I Responsibilities

Cyber Security

R Cyber Risk, Anti-malware & Firewalls, User Accounts & Access, Digital Technology, Backup Plan, Cyber Attacks

C Cyber Awareness

Cloud Solutions

R All areas

Filtering & Monitoring

R All areas

IT Support

R All areas

Servers & Storage

R All areas

Laptop, Desktop & Tablet

R All areas

Network Cabling

R All areas

Network Switching

R All areas

Wireless Networks

R All areas

Broadband Internet

R All areas

Digital Accessibility

R All areas

SLT Team



Leadership & Governance

C Registers, Business Continuity

I Responsibilities, Digital Strategy

Cyber Security

I Cyber Risk, User Accounts & Access, Cyber Attacks

Cloud Solutions

C Device Range

I Alternative to local systems, Data Protection, Access Management

Filtering & Monitoring

A Monitoring Strategies

R Roles & Responsibilities, Annual Review, Filtering System

IT Support

C Maintain & Improve, SLA Agreement

I Guidance & Training

Servers & Storage

C Platform Continuity

Laptop, Desktop & Tablet

C Digital Technology Strategy

Network Cabling

No defined role

Network Switching

C Outages

Wireless Networks

C Wireless Signal

Broadband Internet

C Internet Backup

Digital Accessibility

A Hardware & Software, Communications

C Strategies & Policies

Governing Body



Leadership & Governance

C Responsibilities

I Registers, Business Continuity, Digital Strategy

Cyber Security

R Digital Technology

I Cyber Risk, Cyber Awareness, Cyber Attacks

Cloud Solutions

I Alternative to local systems, Data Protection, Access Management

Filtering & Monitoring

R Roles & Responsibilities, Annual Review, Monitoring Strategies

C Filtering System

IT Support

C Maintain & Improve, SLA Agreement

I Guidance & Training

Servers & Storage

R Physical Environments

Laptop, Desktop & Tablet

I Digital Technology Strategy

Network Cabling

No defined role

Network Switching

I Outages

Wireless Networks

No defined role

Broadband Internet

No defined role

Digital Accessibility

C Strategies & Policies

Governance Data Protection Lead



Leadership & Governance C Registers, Business Continuity, Digital Strategy I Responsibilities	Cyber Security C Cyber Risk, Cyber Awareness, User Accounts & Access, Digital Technology, Backup Plan, Cyber Attacks	Cloud Solutions C Data Protection I Alternative to local systems, Access Management	Filtering & Monitoring C Filtering System
IT Support C Maintain & Improve, Guidance & Training	Servers & Storage C Server Security	Laptop, Desktop & Tablet C Device Security	Network Cabling No defined role
Network Switching No defined role	Wireless Networks C Central Management	Broadband Internet C Fibre Connection	Digital Accessibility No defined role

DPO



Leadership & Governance C Registers, Business Continuity, Digital Strategy I Responsibilities	Cyber Security C Cyber Risk, Cyber Awareness, User Accounts & Access, Digital Technology, Backup Plan, Cyber Attacks	Cloud Solutions C Data Protection I Alternative to local systems, Access Management	Filtering & Monitoring C Filtering System
IT Support C Maintain & Improve, Guidance & Training	Servers & Storage C Server Security	Laptop, Desktop & Tablet C Device Security	Network Cabling No defined role
Network Switching No defined role	Wireless Networks C Central Management	Broadband Internet C Fibre Connection	Digital Accessibility No defined role

Finance/Business Operations



Leadership & Governance

C Registers, Business Continuity, Digital Strategy

I Responsibilities

Cyber Security

C Cyber Risk, User Accounts & Access, Digital Technology, Backup Plan

Cloud Solutions

C Data Protection, Access Management

I Alternative to local systems

Filtering & Monitoring

C Roles & Responsibilities, Filtering System

IT Support

C Meeting Standards, Maintain & Improve, SLA Agreement

I Guidance & Training

Servers & Storage

C All areas

Laptop, Desktop & Tablet

R Energy Efficiency

C Digital Technology Strategy, Device Requirements

Network Cabling

No defined role

Network Switching

C Central Management

Wireless Networks

C Wireless Signal, Central Management

Broadband Internet

C Fibre Connection, Internet Backup

Digital Accessibility

C Strategies & Policies, Hardware & Software

DSL

Leadership & Governance

C Registers, Business Continuity, Digital Strategy

I Responsibilities

Cyber Security

C Cyber Awareness, Anti-malware & Firewalls, Backup Plan, Cyber Attacks

I Cyber Risk, User Accounts & Access

Cloud Solutions

I Alternative to local systems, Data Protection, Access Management

Filtering & Monitoring

R All areas

IT Support

C Maintain & Improve

I Guidance & Training

Servers & Storage

No defined role

Laptop, Desktop & Tablet

C Device Security

Network Cabling

No defined role

Network Switching

No defined role

Wireless Networks

No defined role

Broadband Internet

I Security & Safeguarding

Digital Accessibility

C Strategies & Policies, Hardware & Software

I Communications

IT Director



Leadership & Governance

C Registers, Business Continuity, Digital Strategy

I Responsibilities

Cyber Security

C Cyber Risk, Cyber Awareness, Anti-malware & Firewalls, User Accounts & Access, Digital Technology

I Backup Plan, Cyber Attacks

Cloud Solutions

C Device Range, Backup Provision

I Alternative to local systems, Data Protection, Access Management

Filtering & Monitoring

R Monitoring Strategies

I Roles & Responsibilities, Annual Review, Filtering System

IT Support

R Guidance & Training

C Meeting Standards, Maintain & Improve, SLA Agreement

Servers & Storage

C All areas

Laptop, Desktop & Tablet

C All areas

Network Cabling

C All areas

Network Switching

C All areas

Wireless Networks

C All areas

Broadband Internet

C All areas

Digital Accessibility

C All areas

Facilities/Estates



Leadership & Governance

C Registers, Business Continuity, Digital Strategy

I Responsibilities

Cyber Security

C Cyber Risk

I User Accounts & Access, Cyber Attacks

Cloud Solutions

I Alternative to local systems, Data Protection, Access Management

Filtering & Monitoring

I Roles & Responsibilities

IT Support

C Maintain & Improve

Servers & Storage

C Physical Environments

Laptop, Desktop & Tablet

C Digital Technology Strategy

Network Cabling

C New Cabling

Network Switching

No defined role

Wireless Networks

C Central Management

Broadband Internet

No defined role

Digital Accessibility

C Strategies & Policies

Headteacher/Principal



Leadership & Governance

A Responsibilities

C Registers, Business Continuity

I Digital Strategy

Cyber Security

A Cyber Awareness

C Cyber Risk

I User Accounts & Access,
Cyber Attacks

Cloud Solutions

I Alternative to local systems,
Data Protection, Access
Management

Filtering & Monitoring

A Roles & Responsibilities,
Annual Review, Filtering System

R Monitoring Strategies

IT Support

C Maintain & Improve

I SLA Agreement, Guidance &
Training

Servers & Storage

C Platform Continuity

Laptop, Desktop & Tablet

C Digital Technology Strategy

Network Cabling

No defined role

Network Switching

C Outages

Wireless Networks

C Wireless Signal

Broadband Internet

C Internet Backup

I Security & Safeguarding

Digital Accessibility

C Strategies & Policies,
Hardware & Software

I Communications

Curriculum Leads



Leadership & Governance C Registers, Business Continuity, Digital Strategy I Responsibilities	Cyber Security C Anti-malware & Firewalls I User Accounts & Access, Cyber Attacks	Cloud Solutions I Alternative to local systems, Data Protection, Access Management	Filtering & Monitoring I Roles & Responsibilities, Annual Review, Filtering System
IT Support C Maintain & Improve I Guidance & Training	Servers & Storage No defined role	Laptop, Desktop & Tablet C Digital Technology Strategy	Network Cabling No defined role
Network Switching No defined role	Wireless Networks C All areas	Broadband Internet No defined role	Digital Accessibility C Strategies & Policies, Hardware & Software I Communications

School Staff



Leadership & Governance

C Registers, Business Continuity, Digital Strategy

I Responsibilities

Cyber Security

I User Accounts & Access, Cyber Attacks

Cloud Solutions

I Alternative to local systems, Data Protection, Access Management

Filtering & Monitoring

I All areas

IT Support

C Maintain & Improve

I Guidance & Training

Servers & Storage

No defined role

Laptop, Desktop & Tablet

No defined role

Network Cabling

No defined role

Network Switching

No defined role

Wireless Networks

I Security Features

Broadband Internet

No defined role

Digital Accessibility

C Strategies & Policies, Hardware & Software

I Communications

Outsourced services



Leadership & Governance

C Business Continuity, Digital Strategy

Cyber Security

C Cyber Risk, Anti-malware & Firewalls, User Accounts & Access, Digital Technology

Cloud Solutions

C Alternative to local systems, Data Protection

Filtering & Monitoring

I Roles & Responsibilities

IT Support

C All areas

Servers & Storage

No defined role

Laptop, Desktop & Tablet

No defined role

Network Cabling

No defined role

Network Switching

C Switching Specification

Wireless Networks

No defined role

Broadband Internet

C All areas

Digital Accessibility

C Hardware & Software

I Communications

Questions about these roles?



Contact your Data Protection Officer: **Data Protection Education Ltd.**

Telephone **0800 0862018** · Email **dpo@dataprotection.education**

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