COURSE BROCHURE | ERASMUS+ TRAINING

Data Privacy and GDPR for Schools

Strengthen school data governance through practical GDPR principles, data mapping, EdTech privacy review, privacy by design and incident readiness.

LOCATION	LANGUAGE	FORMAT	DURATION	COURSE FEE	OID
Porto	English	On-site	5 days	€400	E10201112

€400 per participant for 5 days in Porto, Portugal. Check current editions, fee and inclusions before booking.

Course description

Schools and educational organisations process significant amounts of personal data relating to learners, families, staff, applicants and partners. Responsible data governance therefore requires more than secure software: staff need to understand why information is collected, how it is used, who can access it, how long it is retained and how individual rights are respected.

This practical course introduces the GDPR principles most relevant to educational settings. Participants will map school data flows, examine purposes and lawful-basis questions, consider transparency and children's data, review access, retention and sharing practices, and assess privacy risks in EdTech, cloud and AI-supported tools.

Through guided cases and institutional planning, participants will develop a privacy-improvement action plan and incident-readiness checklist.

Who the course is for

For educators

School leaders, administrators, Data Protection Officer support staff, ICT or digital coordinators, project coordinators and education professionals with responsibility for personal data. The course is particularly relevant for those overseeing student records, cloud platforms, EdTech or AI tools, information sharing, access permissions and institutional privacy procedures.

At a glance

Course level: Basic to Intermediate Professional Literacy

Prerequisites: No formal prerequisites. Familiarity with school records, digital platforms or administrative workflows is useful.

Working language: English. Please **contact the team** if you are unsure about the course level or working language.

CURRICULUM FOCUS

GDPR Principles & Accountability / Student Data & EdTech Privacy / Privacy by Design & Incident Readiness

View the course, current editions and fees

02 / INTENDED LEARNING OBJECTIVES

Learning outcomes

The following learning outcomes describe the course's intended direction and objectives. The trainer adapts activities, examples and participant work to the group's goals, experience and learning needs.

01 **GDPR Principles & School Accountability** - Explain the core GDPR principles and relate accountability, roles and responsibilities to common educational data-processing activities.

02 **Data Mapping, Purpose & Lawful-Basis Awareness** - Map personal-data flows and identify the stated purpose, data categories, users, recipients and lawful-basis questions that require institutional confirmation.

03 **Children's & Sensitive Data Protection** - Recognise the additional care required for children's data and special-category information, including health, disability, safeguarding and disciplinary records.

04 **Transparency, Rights & Consent Awareness** - Review how privacy information, individual rights and consent-related questions should be communicated clearly, while recognising that consent is not the only lawful basis.

05 **Access, Retention, Sharing & Security Controls** - Apply practical principles of need-to-know access, data minimisation, retention, secure sharing, deletion and appropriate technical or organisational safeguards.

06 **EdTech & AI Privacy Risk Review** - Assess educational platforms and AI-supported tools by examining data flows, provider information, permissions, transfers, automated functions and risks to learners or staff.

07 **Privacy by Design, Incident Readiness & Action Planning** - Use privacy-by-design questions, escalation routes and breach-awareness procedures to develop a realistic school data-protection improvement plan.

08 **European Peer Exchange & Institutional Transfer** - Compare data-governance practices with European peers and identify privacy improvements that can be verified and adapted within participants' own institutions.

Transfer to practice and intended impact

The programme supports participants in connecting the course learning with their own professional context. Participants consider how relevant approaches, activities or tools could be adapted to their learners, priorities and institutional settings.

1. **Identify a relevant professional need:**
   Consider which learner need, classroom challenge or institutional priority the course learning could help address.
2. **Adapt the approach to your setting:**
   Select the activities, tools or approaches that can realistically be incorporated into your own professional context.
3. **Decide what progress would look like:**
   Consider how changes in practice, learner engagement, learning outcomes or another relevant result could be recognised.

03 / COURSE PROGRAMME | DAYS 1-3

Learning Activities & Training Schedule

MONDAY - FRIDAY (DAYS 1 - 5)	08:30 - 13:30	TRAINING HOURS 5h scheduled per day (25h total)	*This is a typical timetable, subject to the provider's discretion.*

DAY 1

GDPR Principles, Roles & the School Data Landscape

- Identify personal data, special-category data and common education-sector processing activities.
- Explore the GDPR principles of lawfulness, fairness, transparency, purpose limitation, minimisation, accuracy, storage limitation, security and accountability.
- Clarify controller, processor and Data Protection Officer roles at an awareness level.
- Map key school systems, records, platforms and information exchanges.
- Identify priority governance questions for the participant's institution.

DAY 2

Purpose, Lawful Bases, Transparency & Children's Data

- Examine why personal data is processed and distinguish purpose from convenience.
- Explore lawful-basis questions, recognising that consent is not the default basis for every school activity.
- Review transparent privacy information and clear communication of data use.
- Consider children's data, age-appropriate information and national differences in digital consent thresholds.
- Apply the principles to realistic school cases and data-subject requests.

DAY 3

Sensitive Data, Access, Retention & Sharing

- Examine health, disability, safeguarding, disciplinary and other sensitive educational records.
- Apply need-to-know access, role-based permissions and confidentiality principles.
- Review retention, deletion, archiving and accuracy responsibilities.
- Analyse information sharing through email, cloud folders, partners and external services.
- Develop a practical data-handling checklist for one institutional process.

04 / COURSE PROGRAMME | DAYS 4-5

Learning Activities & Training Schedule

DAY 4

EdTech, AI Tools & Privacy by Design

- Map data collected or generated by an educational platform, cloud service or AI-supported tool.
- Review provider information, purposes, permissions, retention, transfers and subcontractors at an awareness level.
- Apply data minimisation and privacy-by-design/default questions before adoption.
- Explore when higher-risk processing may require specialist review or a Data Protection Impact Assessment.
- Create a structured privacy-review template for future tool decisions.

DAY 5

Incident Readiness & Institutional Improvement Planning

- Recognise situations that may constitute a personal-data breach or privacy incident.
- Practise immediate containment, documentation and internal escalation decisions using a controlled scenario.
- Clarify communication roles and the need for timely advice from the competent Data Protection Officer or authority.
- Develop a prioritised school data-protection improvement plan.
- Present the plan for peer review and complete course evaluation and certification.

ADAPTABLE TRAINING

This programme is a planned framework. Specific activities, sequence, exercises and timings may be adapted by the trainer or provider to each group/edition.

COURSE RECORDS

Daily summary and attendance sheets record the schedule and a short account of each day's work, validated by the trainer and signed by the participants.

Edition-specific evidence: Learning Together maintains signed daily training and attendance records. This brochure describes the course framework; additional verification can be based on the records of the particular edition.

05 / LEARNING APPROACH & METHODOLOGY

Learning Together Methodology

Learning Together courses combine guided input supported by presentations and multimedia resources with practical experimentation, creative workshops, case-based learning and hands-on tools. Participants connect the learning to their own professional situations and progressively develop an applied outcome, which may take the form of a presentation, project, session plan, action idea, reflection or another relevant output.

Peer / trainer feedback supports refinement throughout the process, while European exchange encourages participants to compare practices, perspectives and approaches across different educational contexts.

Methods applied in this programme

Guided GDPR Case Analysis

Participants examine realistic education-sector cases to connect GDPR principles, roles, transparency, rights and lawful-basis questions with day-to-day decisions.

Data Mapping & Platform Privacy Review

Practical mapping and review tools help participants identify data flows, sensitive information, access, retention, provider questions and privacy-by-design opportunities.

Incident Scenario & Institutional Action Planning

Controlled scenarios develop recognition, documentation and escalation awareness, followed by a prioritised data-governance improvement plan for local verification.

Collaborative learning, peer exchange and reflection

Participants work with European colleagues, compare professional contexts, exchange approaches and reflect on how the learning can be transferred to their own institutions.

> **Illustrative example: Assessing a New EdTech or AI Tool Before School Adoption**
>
> Imagine a school considering a platform that will process learner information and generate personalised support. Participants define the educational purpose, map the data involved, review provider information and identify privacy questions, then propose safeguards, approval routes and monitoring. The example develops a structured review process rather than certifying the tool as legally compliant.

An adaptable learning experience

Learning Together courses are delivered by trainers with relevant professional & pedagogical experience, **who are fluent English speakers**. The trainer may vary by edition, adapting the activities to the group's professional context and learning goals.

Meet our trainers and explore our approach

06 / PRACTICAL INFORMATION & SUPPORT

Everything you need for your training

Your course materials and participant work

Participants receive access to course materials, including slides, presentations, worksheets and exercises made available for the sessions, through a dedicated online folder.

Depending on the activities, groups may also develop action plans or presentations. The output varies with the programme, trainer and group.

Materials to bring: Laptop

Course package

Includes training sessions, digital materials, practical resources, administration and course-week support, welcome kit, coffee breaks and course documentation. Cultural activities and an orientation session **depend on the edition selected** (flights, accommodation & other personal arrangements are not covered).

Check fees and inclusions for your selected course.

Documents & certification

We issue Certificate of Attendance, invoice and support agreed Erasmus+ mobility documents, including Europass Mobility records. Certificate issuance follows the attendance conditions.

Send any additional school forms to our team in advance. Explore document guidance.

Provider & quality

Learning Together operates through registered organisations in every country where services are provided, each with its own Erasmus+ Organisation ID (OID). Our programmes combine clearly defined learning outcomes, participatory methodologies and practical activities, with participant evaluation & feedback at the end of the training.

Provider OIDs: Portugal E10201112 · **Spain** E10417947 · **Poland** E10419682

FROM INTEREST TO A CONFIRMED BOOKING

01
Pre-enrol

Share your course & preferred dates. Pre-enrolment is non-binding; wait for written confirmation before making non-refundable travel bookings.

02
Confirm your place

Our team will confirm availability by email. Complete final enrolment and billing details to secure your place.

03
Plan your travel

Once your booking is confirmed, you can plan your travel. Before travelling, check materials required, timetable and activities in your selected edition.

YOUR NEXT STEP

Ready to plan your course?

Check the current dates, duration, fee and edition status on the course page, then start your pre-enrolment or contact us!

View course & editions ↗ | Pre-enrol ↗

Contact: learningtogether.eu@sinerconsult.pt | +351 229 418 490