

Finance Information Group

Schools Financial Services

House Keeping...

- Health & Safety
- Fire Drill
- Timings
- Mobile Phones



Agenda

Welcome

Update on School Funding

Schools Financial Services Updates

Compliance Presentation

GDPR and contacting SFS

Coffee Break

Training – Recasting of Budgets

Close

Schools Financial Services Update

- Corporate Card E-learning
- TEP Expo - November
- Autumn Training Courses now available on CPD Online
- BPS Pay scale updates
- Budget Setting timeline for 2020-21
- Budget Setting courses - April 2020

GDPR and contacting SFS

From 1 September 2019, SFS have made some further changes to how we communicate and retain information sent and received from our customers:

These include the following:

- Receiving documents from SFS
- Sending documents to SFS
- Saving files to the BPS Document store
- Information retained by SFS

An e-mail was sent in September to all schools and academies who deal with SFS advising them of the above.

GDPR and contacting SFS

Receiving documents from SFS

- Any sensitive information will be sent via a secure e-mail facility
- Use 'one-time' passcode option to open the e-mail
- Instructions have been provided to schools
- Any problems, call the Help Desk on 03000 415 415

GDPR and contacting SFS

Sending documents to SFS

- Any sensitive information should be sent via a secure e-mail facility (e.g. Outlook Secure, Egress etc)
- Contact the Help Desk when sending secure e-mails to ensure information can be received
- Only reply to e-mails sent from our CRM system if your query/request relates to the same subject.
- Use the BPS Document Store where possible
- Protect your schools information!

GDPR and contacting SFS

BPS Document store

- Password protected
- Only accessible by those with the necessary access to do so
- Numerous types of files can be uploaded
- Instructions on how to do this are available
- Easy way to make information available to the contract officer assigned to your school
- Delete any files that are no longer needed

GDPR and contacting SFS

Information retained by SFS

- SFS have contact details on a Customer Relationship Management (CRM) system
- Any contact information will be removed when no longer required
- Data collection exercise twice a year to keep details relevant
- All contacts removed within 12 months of notification of ceasing Core Financial Support Package
- Kent maintained school information will remain to meet statutory obligations

THE EDUCATION PEOPLE

Thank you