



Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
<b>Pupils</b>	Pupil Admission Forms including Pupils name, Date of Birth, Address, telephone numbers, email addresses, contact details, parent details, SEND details, previous education history, medical details, ethnicity, sex, religion	X	X	Paper form completed by parent and inputted into SIMS [and any other system used]	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Paper copy in locked filing cabinet in admin building	No	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	Admin Staff School Leader Teacher Student Support Staff External IT personnel maintaining IT systems.	In accordance with retention schedule
<b>Pupils</b>	Pupil Records	X	X	Paper and electronic on SIMS MyConcern	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Paper copy in locked filing cabinet, MyConcern	No	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	Admin Staff School Leader Teacher Student Support Staff Cloud storage personnel (MyConcern) External IT personnel maintaining IT systems.	In accordance with retention schedule
<b>Pupils</b>	Emergency Contact Details	X		Paper form completed by parent and inputted into SIMS	To administer pupil education and welfare	Public Task	Kept on pupil record/ SIMS File in Staff room	Yes This would go out on school trips etc. Contact details held on school Mobile Phones for School Minibus drivers	Relevant school personnel	Admin Staff Student Support Staff School Leader Teacher	In accordance with retention schedule
<b>Pupils</b>	Permission Slips	X		From parent / Paper or electronic on to school database	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS [any other system used]/ Cloud Storage / Paper copy in	No	Staff	Staff	In accordance with retention schedule

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							locked filing cabinet				
Pupils	Pupil Census	X	X	From SIMS/[any other system used]	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	SIMS	Yes	Local Authority DfE	Admin staff	In accordance with retention schedule
Pupils	Exam Results	X		Paper form / Electronic portal	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Paper copy filed / stored on SIMS	Yes	Local Authority DfE	School Leaders Admin staff with pupil access	In accordance with retention schedule
Pupils	Assessment Data	X		Paper form / Pupil Database	To administer pupil education and welfare	Legal Obligation / Public Task	Kept on pupil record/ SIMS	Yes	Local Authority DfE	School Leaders Admin staff with pupil access	In accordance with retention schedule
Pupils	SEND Information		X	Paper form and electronic	To administer pupil education and welfare	Legal Obligation / Public Task	Pupil records/	Yes	Local Authority and DfE Multi-agencies Including speech and language, family support workers	School Leaders Staff SENCO	In accordance with retention schedule
Pupils	CCTV Images	X		Electronically	Security measures	Public Task	Electronically on hard drive held in school	No	Security Company Police if requested via DP2	School Staff with relevant permissions	30 days
Pupils	Pictures	X		Schools Digital equipment School photographer	Identification Displays Publications	Consent for publication Public Tasks for identification	Paper SIMS Display boards School Network	Yes [with consent]	Public	School Staff Public	In accordance with retention schedule
Pupils	Attendance Data	X		Paper Electronically	To administer pupil education and welfare. Emergency evacuation.	Legal Obligation / Public Task	Paper SIMS	Yes Reward Certificates Dual registered school	Local Authority School Staff Ofsted	School Staff Attendance Officers Education Welfare Officers	In accordance with retention schedule
Pupils	Pupil Work	X		Paper Electronically	To administer pupil education and welfare	Public Task	Display boards Paper records Electronic records	Yes	School Staff Parents Governors Exam Moderators OFSTED	School Staff	In accordance with retention schedule
Pupils	Grant applications including Free School Meals	X		Paper Electronically	To administer pupil education and welfare	Legal Obligation / Public Task	Paper Electronically	Yes Grant Body LA	Local Authority Grant Body	School Staff	In accordance with retention schedule
Pupils	School Meal registers	X		Paper Electronically	To administer pupil education and welfare	Public Task	Paper Electronically	No	Admin Staff Kitchen/Lunchtime Staff	School Staff	In accordance with retention schedule
Pupils	EHC Plans		X	From various Agencies	To administer pupil education and welfare	Legal Obligation / Public Task	Electronically and paper form. CPOMS	Yes Copy to parents	Local Authority/ Children's Services FE colleges	Senior Leadership. Designated Safeguarding Officer/ SENCO / Teacher /Admin Staff	In accordance with retention schedule

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<b>Pupils</b>	School Trip Information including name, medical, emergency contact details	X	X (medical)	Paper. Electronically.	To administer pupil education and welfare	Public Task	Paper. Electronically School Database	Yes	Agent running trip e.g. PGL School Staff	School Staff	In accordance with retention schedule
<b>Pupils</b>	Child Protection Files		X	Various Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper Electronically – Safeguarding directory CPOMS MyConcern	No Yes - If pupil moves to another school	Local Authority CAMHs Police As required for the protection of vulnerable pupils.	Senior Leadership. Designated Safeguarding Officer.	In accordance with retention schedule
<b>Pupils</b>	Administration of Medicine	X	X (medical)	Paper record completed by parent / Staff	To administer pupil education and welfare	Public task	Paper records / [any other system used]	Yes School Trips	School Staff / School nursing service /	Relevant school staff	In accordance with retention schedule
<b>Pupils</b>	Physical Intervention / Violent Incident / Accident investigation	X		Paper record	To administer pupil education and welfare	Public task	Paper records locked filing cupboard	Yes	School staff / Children’s Services /	Senior Leadership. Designated Safeguarding Officer/ SENCO / Team/ Teacher	In accordance with retention schedule

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<b>Parents</b>	Any details regarding parents	X		Correspondence	To administer pupil education and welfare	Public task	Stored in filing system / any other system used	No	School staff	School staff	In accordance with retention schedule
<b>Visitor</b>	Visitor Signing in Books	X		Paper form	Safeguarding Emergency evacuation	Public Task	Reception [any other system used]	No	Admin Staff	Admin Staff	In accordance with retention schedule
<b>Visitor / Volunteer / Contractor</b>	DBS Checks	X	X	Electronic forms	safeguarding	Legal obligation / Public Task /vital interests	File in secure office	Yes	DBS Processor	Results shared with school	In accordance with retention schedule
<b>Volunteer / Contractor</b>	Contact details	X		Paper form / provided on invoice	To administer pupil education and welfare	Public Task	Stored on paper record / any other system used	No	School staff	School staff	In accordance with retention schedule

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Staff	Staff application form including name, Date of Birth, Address, telephone numbers, email addresses, contact details, next of kin details, bank details, NI numbers, medical details, previous education history, previous employment details, references, medical details, ethnicity, sex, religion	X	X	Paper or online form completed by data subject and stored on SIMS and SAP	For employment purposes	Performance of a contract	Employee Database within school (SIMS/SAP)	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Absence Data	X	X (if contains Medical)	Paper form or via email	For employment purposes	Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	No	School Leader Line Manager Payroll Provider Occupational Health	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Pre-employment Checks	X		Paper and electronic	For employment purposes	Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	No	Line Manager School Leader Occupational Health provider	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	DBS Checks		X	Electronic forms	For employment purposes and legal obligation	Legal obligation / Performance of a contract/vital interests	DBS number stored on SIMS SAP)	Yes	DBS Processor	Results shared with school School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	DBS Risk assessments		X	Paper form completed by school personnel	For employment purposes and legal obligation	Performance of a contract	Staff record file kept in secure location	No	School Leader Line Manager	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Next of kin information	X		Paper form completed by data subject	For employment purposes	Performance of a contract / Public task	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Car details	X		Paper form or email completed by data subject	For employment purposes	Performance of a contract / public task	Employee Database within school (SIM/SAP) staff paper file kept in secure location	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule

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									personnel		
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Occupational checks and health referrals		X	Paper form or electronic form	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in a secure location / any other system used	Yes	School Leader Line Manager HR Manager / admin with HR responsibility HET	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Performance management records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	No	School Leader Line Manager HR Manager / admin with HR responsibility HET	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	CPD records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	No	School Leader Line Manager HR Manager / admin with HR responsibility	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Lesson observations	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Paper records kept in a secure location Staff paper file in a secure location	No	School Leader Line Manager HR Manager / admin with HR responsibility	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Staff files	X	X (potentially if medical)	Paper or electronic information management system	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel HET	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	School drive	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager / admin with HR responsibility / safeguarding governor	In accordance with retention schedule

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Staff	Absence Data	X		Paper or electronic form	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (SIMS/SAP) staff paper file kept in secure location	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Payroll Provider (PCC)	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (SIMS/SAP)	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Payroll Provider (PCC)	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Pension forms	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in a secure location	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Pension provider Payroll (PCC)	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Staff pictures and images	X		Digital pictures, camera	Employment, promotional	Public task / Consent (depending on how and where used)	School drive Website	Yes	School Leader Line Manager HR Manager / admin with HR responsibility IT admin / Manager Admin staff	School Leader Line Manager HR Manager / admin with HR responsibility IT admin / Manager Admin staff	In accordance with retention schedule
Staff	CCTV images	X	X	Digital systems	Safeguarding Security	Public Task	Third party software School server	Yes	School Leader Authorised school personnel Third party provider		30 days
Staff	Pecuniary Interest Forms	X		Paper form	Governance	Performance of a contract	Paper copies in file	No	Governors / School Leader	School Leaders / Clerk / Admin Staff / Chair of Governors	In accordance with retention schedule

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<b>Governors</b>	<b>Application Form</b> Name, Date of Birth, contact details,	X		Paper or online form completed by data subject	Governance	Public task / legal obligation	Filed in locked filing cabinet within school	No	Relevant school personnel	Admin Staff School Leader	In accordance with retention schedule
<b>Governors</b>	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored Single record	Yes	DBS Processor	Results shared with school	In accordance with retention schedule
<b>Governors / Parent / Staff / Pupil</b>	Complaints	X		Complaints Procedure – Paper form or in writing	To deal with complaints	Public Task / legal obligation	Paper file in school	No	School Leader Clerk Governors	Chair of Governors	In accordance with retention schedule
<b>Governors</b>	Pecuniary Interest Forms	X		Paper Form	Governance	Public Task	Filed in locked filing cabinet within school	Yes	School Leader Clerk Governors	Chair of Governors / Clerk School / Public	In accordance with retention schedule
<b>Governors</b>	Election papers	X		Paper Form	Governance	Public Task / legal obligation	Paper File	Yes	School Leader Clerk Governors Parents	Chair of Governors / Clerk	In accordance with retention schedule
<b>Governors</b>	Training Records	X		Paper / Electronic Form	Governance	Public Task	Paper File	Yes	School Leader Clerk Governors	Chair of Governors / Clerk School	In accordance with retention schedule
<b>Governors</b>	Meeting Attendance	X		Paper Form / Electronic Form	Governance	Public Task / Legal obligation	Paper File	Yes	School Leader Clerk Governors Trust	Chair of Governors / Clerk School / Public	In accordance with retention schedule