

Pupil Data											
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								
Pupils	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 Offsite data backup (HCC)	Yes Yes (Third party data backup storage)	Relevant school personnel and agencies if necessary Third Party Providers (i.e. Parent Mail, , Tucasi, mathletics, education city, CPOMS)	Admin Staff School Leaders Class Teacher External IT personnel maintaining IT systems.	In accordance with retention schedule
Pupils	Pupil Records	X	X	Paper and electronic on SIMS [and any other system used]	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Paper copy in locked filing cabinet. Offsite data backup (HCC)	Yes Yes (Third party data backup storage)	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	Admin Staff School Leaders Class Teacher External IT personnel maintaining IT systems.	In accordance with retention schedule
Pupils	Emergency Contact Details	X		Paper form completed by parent and inputted into SIMS [and any other system used]	To administer pupil education and welfare	Public Task	Kept on pupil record/ SIMS / paper copy Offsite data backup (HCC)	Yes This would go out on school trips etc. and if there was a need to evacuate the school Yes (Third party data backup storage)	Relevant school personnel Third Party Providers (i.e. Parent Mail, Teacher to Parent)	Admin Staff School Leader Form Teacher	In accordance with retention schedule
Pupils	Permission Slips	X		From parent / Paper or electronic on to school database	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy/parentmail forms Offsite data backup (IT provider)	Yes (trip) (Third party data backup)	Staff Staff at trip destination for length of trip	Staff Staff at trip destination for length of trip esp. residential	In accordance with retention schedule
Pupils	Pupil Census	X	X	From SIMS	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	SIMS Offsite data backup (HCC)	Yes (Third party data backup)	Local Authority DfE	Admin staff School leaders	In accordance with retention schedule
Pupils	Exam Results	X		Electronic portal	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Paper copy filed / stored on SIMS Offsite data backup (HCC)	Yes (Third party data backup)	Local Authority DfE	School Leaders Class teachers Admin staff with pupil access	In accordance with retention schedule

Pupils	Assessment Data	X		Paper form / electronic on SIMS and school network	To administer pupil education and welfare	Legal Obligation / Public Task	Kept on pupil record/ SIMS / school network Offsite data backup (HCC and IT provider)	Yes (Third party data backup/cloud storage)	Local Authority DfE	School Leaders Class teachers 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/ electronic on school network Offsite data backup (IT provider)	Yes (Third party data backup)	Local Authority and DfE Multi-agencies Including speech and language, family support workers	School Leaders Class teacher Staff SENCO	In accordance with retention schedule
Pupils	Pictures	X		Schools Digital equipment School photographers	Identification Displays Publications	Consent for publication Public Tasks for identification	Paper SIMS Display boards Website Photographers electronic storage Offsite data backup	Yes [with consent] (Third party data backup)	Public School photographers password access for individual/groups of parents	School Staff Parents Public	In accordance with retention schedule
Pupils	Attendance Data including Registers Signing in/out book	X		Paper Electronically on SIMS	To administer pupil education and welfare. Emergency evacuation.	Legal Obligation / Public Task	Paper SIMS Offsite data backup (HCC)	Yes Yes (Third party data backup storage)	Local Authority School Staff Ofsted	School Staff Attendance Officers Education Welfare Officers Other relevant agencies if necessary	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 Website	Yes (Third party data backup)	School Staff Parents Website Third Party Software providers (i.e. Mathletics, Education City)	School Staff	In accordance with retention schedule
Pupils	Grant applications including Free School Meals	X		Electronically	To administer pupil education and welfare	Legal Obligation / Public Task	Electronically	No	Local Authority	School Staff	In accordance with retention schedule
Pupils	School Meal registers	X		Paper Electronically	To administer pupil education and welfare	Public Task	Paper Electronically Offsite data backup	Yes (Third party data backup)	Admin Staff Kitchen/Lunchtime Staff Third Party Providers (i.e. Tucasi)	School Staff Kitchen/Lunch time 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.	No	Local Authority/ Children's Services	Senior Leadership Designated Safeguarding	In accordance with retention schedule

							Offsite data backup (IT provider)			Officer/ SENCO / Teacher	
Pupils	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 network EVOLVE	Yes (Third party data backup)	Agent running trip e.g. Calshott, for length of the trip School Staff Local authority through EVOLVE Third Party Providers (i.e. Tucasi)	School Staff Staff at trip destination for length of trip esp. residential	In accordance with retention schedule
Pupils	Child Protection Files		X	Various Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper Electronically CPOMS	No (Third party data backup)	Local Authority Third Party Providers (i.e. CPOMS)	Senior Leadership Designated Safeguarding Officer Class teacher	In accordance with retention schedule
Pupils	Administration of Medicine	X	X (medical)	Paper record completed by parent / Staff	To administer pupil education and welfare	Public task	Paper records	No	School Staff / School nursing service	Relevant school staff	In accordance with retention schedule
Pupils	Physical Intervention / Violent Incident / Accident investigation	X		Paper record /electronic	To administer pupil education and welfare	Public task	Paper records Electronically CPOM	Yes (Third party data backup/cloud storage)	School staff / Children's / Local Authority Third Party Providers (i.e. CPOMS)	Senior Leadership. Designated Safeguarding Officer/ SENCO / Teacher	In accordance with retention schedule
Parents	Any details regarding parents	X		Correspondence	To administer pupil education and welfare	Public task	Stored in filing system / electronically CPOMS	Yes (Third party data backup)	School staff	School staff	In accordance with retention schedule
Parents	Email	X		Generated by the school or collected via paper form	To administer pupil education and welfare	Public Task	Schools email and database Offsite data backup	Yes (Third party data backup storage)	School staff and pupils Third Party Providers (i.e. Parent Mail)	School staff and pupils	In accordance with retention schedule
Visitor / Volunteer / Contractor											
Visitor/volunteer/ Contractor	Visitor Signing in Books Including: Name vehicle registration number	X		Paper form	Safeguarding Emergency evacuation	Public Task	Reception	No	Admin Staff	Admin Staff	In accordance with retention schedule
Visitor / Volunteer / Contractor (inc. sports coaches, club	DBS Checks/Risk assessments	X	X	Electronic forms	safeguarding	Legal obligation / Public Task /vital interests	DBS number stored on school database - single record	Yes (Third party data backup storage)	DBS Processor: School leader Office manager	Results shared with school ie School leader Office manager	In accordance with retention schedule

leaders and music teachers)							Offsite data backup (IT provider)			Safeguarding governor Ofsted	
Volunteer	Application form name, Address, telephone numbers, email addresses, contact details, previous education history, previous employment details, references, ethnicity, sex, religion	X	X	Paper form completed by data subject	For volunteering purposes	Public Task Safeguarding	Volunteer database – single record	No (Third party data backup)	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
Volunteer / Contractor (inc. sports coaches, club leaders and music teachers)	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 (Third party data backup)	School staff	School staff	In accordance with retention schedule
Volunteer and sports coaches, club leaders and music teachers	Single Central Register	X		Computer file	For volunteer purposes and legal purposes	Legal obligation / Public task	School drive	No (Third party data backup)	School Leaders admin with HR responsibility	School Leader admin with HR responsibility / safeguarding governor Ofsted	In accordance with retention schedule

Staff											
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		PD	SC								
Staff	Staff application form including name, 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 [any other system used]	For employment purposes	Performance of a contract	Employee Database within school (SIMS/IBC)	No (Third party data backup)	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Governors involved in interviewing	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) staff paper file kept in secure location Payroll software (IBC)	No (Third party data backup)	School Leaders Admin Manager HCC Occupational Health	School Leader 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) staff paper file kept in secure location	No (Third party data backup)	School Leaders Admin Manager Occupational Health	School Leader 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 school database - single record Offsite data backup (IT provider)	Yes (Third party data backup storage)	DBS Processor – Admin Manager, School Leader	Results shared with School Leaders, admin with HR responsibility. Safeguarding governors, Ofsted	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 (Third party data backup)	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/ staff paper file kept in secure location	No (Third party data backup)	School Leader admin with HR responsibility	School Leader Line Manager admin with HR responsibility	In accordance with retention schedule
Staff	Car details	X		Paper form completed by data subject	For employment purposes	Performance of a contract / public task	Employee Database within school / staff paper file kept in secure location	No (Third party data backup)	School Leader Relevant admin personnel	School Leader admin with HR responsibility	In accordance with retention schedule
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in secure location	Yes (Third party data backup)	School Leaders Line Manager	School Leader Line Manager	In accordance with retention schedule

									admin with HR responsibility	admin with HR responsibility	
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 (Third party data backup)	School Leader Line Manager admin with HR responsibility Occupational Health	School Leader admin with HR responsibility	In accordance with retention schedule
Staff	Performance management records	X		Paper and electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school /staff paper file kept in secure location	No (Third party data backup)	School Leaders Line Manager	School Leader Line Manager	In accordance with retention schedule
Staff	CPD records	X		Paper and electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database (learning zone) /staff paper file kept in secure location	Yes Third party i.e. Learning Zone (Third party data backup)	School Leaders admin with HR responsibility	School Leaders admin with HR responsibility	In accordance with retention schedule
Staff	Lesson observations	X		Paper form	For employment purposes and legal purposes	Public task / Performance of a contract	Paper records kept in a secure location	No	School Leaders Line Manager	School Leaders Line Manager	In accordance with retention schedule
Staff	Staff files	X	X (potentially if medical)	Paper and electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school /staff paper file kept in secure location	No (Third party data backup)	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	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	School drive Cloud	No (Third party data backup)	School Leaders admin with HR responsibility	School Leaders admin with HR responsibility / safeguarding governor Ofsted	In accordance with retention schedule
Staff	Absence Data	X		Paper or electronic form	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (IBC) staff paper file kept in secure location	Yes (Third party data backup)	School Leaders admin with HR responsibility Relevant admin personnel (HCC) Payroll Provider (HCC)	School Leaders admin with HR responsibility	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Electronic forms	For employment purposes and legal purposes	Performance of a contract	Employee Database (IBC)	Yes (Third party data backup)	School Leaders admin with HR responsibility Relevant admin personnel (HCC) Payroll Provider (HCC) Finance personnel (HCC) with permission	School Leaders admin with HR responsibility	In accordance with retention schedule

Staff	Staff pictures and images	X		Digital pictures, camera' school photographers	Promotional	Consent (depending on how and where used)	School drive Website Display boards Paper Photographers electronic storage Offsite data backup	Yes, with consent (Third party data backup)	Public with consent School (group /class photos) photographers	School staff Public with consent (group/class photos) School	In accordance with retention schedule
Staff	Business Interest Forms including conflicts	X		Paper form	Governance	Performance of a contract/legal obligation	paper copies in file	No	Governors / School Leaders	School Leaders / Clerk / Relevant Admin Staff / Chair of Governors	In accordance with retention schedule
Staff	Photocopier card (name and job role)	X		Electronic form	For employment purposes	Performance of a contract	Electronically - Condor database	Yes (Third party data backup)	Third party provider - Condor	Admin Manager Condor personnel	In accordance with retention schedule
	Disaster recovery pack/emergency pack (staff contact details)	X		Paper form completed by data subject	For employment purposes	Performance of a contract / Public task	Employee Database within school/ staff paper file kept in secure location	Yes – copies held at church, infants and with Chair of Governors (Third party data backup)	School Leader admin with HR responsibility	School Leader Line Manager admin with HR responsibility	In accordance with retention schedule

Governor											
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Governors	Application Form name, Date of Birth, telephone numbers, email address, contact details,	X		Paper or online form completed by data subject	Governance	Public task / legal obligation	Paper copy stored in secure location	No	Relevant school personnel Chair of governors Clerk Diocese (foundation governors)	Admin Staff School Leader Governors Diocese	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation/vital interests	DBS number stored on school database- single record (Offsite data backup (IT provider))	Yes	DBS Processor-Admin Manager, School Leader	Results shared with school leaders, admin with HR responsibility, Safeguarding governor, Ofsted	In accordance with retention schedule
Governors / Parent / Staff / Pupil	Complaints	X		Complaints Procedure – Paper form or via email	To deal with complaints	Public Task / legal obligation	Paper file in school kept in a secure location	No	School Leader Clerk Governors	Chair of Governors	In accordance with retention schedule
Governors	Business Interest Forms including conflicts	X		Paper Form	Governance	Public Task/legal obligation	Website/paper copy stored in a secure location	Yes Third party i.e. website provider (Third party data backup)	School Leader Clerk Governors Trust	Chair of Governors / Clerk School / Public	In accordance with retention schedule
Governors	Election papers	X		Paper Form	Governance	Public Task / legal obligation	Paper File in school kept in a secure location	Yes	School Leader Clerk Governors Parents	Chair of Governors / Clerk	In accordance with retention schedule
Governors	Training Records	X		Electronic Form	Governance	Public Task	Database (Learning Zone HCC) Paper records for committees (esp. finance SFVS) kept in secure location	Yes Third party i.e. Learning Zone (Third party data backup)	School Leader Clerk Governors	Chair of Governors / Clerk School / TLG	In accordance with retention schedule
Governors	Meeting Attendance	X		Electronic Form/Paper form	Governance	Public Task / Legal obligation	Paper File / School Database/ website	Yes Third party i.e. website provider (Third party data backup)	School Leader Clerk Governors	Chair of Governors / Clerk School / Public	In accordance with retention schedule