

Type of data	What personal data is stored?	How and why was it collected?	Was consent obtained?	Where is the data stored?	Is it held by a third party?	Is a GDPR-compliant contract in place with the third party?	What security measures are in place?	Who has access to it?	Is it ever taken off-site?	Where and why is it shared externally, if at all?	How do we ensure it is accurate and up to date?	Retention period	GDPR status	Notes
Pupil files														
Pupil personal details	Contact details (phone number, address etc)	Provided by parent/carers on admission and updated/confirmed annually	Not needed	SIMS and paper copy Pupil Record in Contacts file	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	All education related staff	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly	1 years from when the pupil leaves school		Lawful basis - Public Task
	Characteristics (age, ethnicity, religion etc)	Provided by parent/carers on admission	Not needed	SIMS and paper copy Pupil Record in Contacts file	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	All education related staff	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly	1 years from when the pupil leaves school		Lawful basis - Public Task
	Medical conditions	Provided by parent/carers on admission and updated/confirmed annually	Not needed	SIMS and paper copy Pupil Record in Contacts file	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	All education related staff	N	Not shared externally - Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly	1 years from when the pupil leaves school		Lawful basis - Vital Interest
	Special educational needs	Provided by parent/carers on admission, if known or provided by SENCO once confirmed	Not needed	SIMS and paper copy Pupil Record in Contacts file	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	All education related staff	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly. Also updated by SENCO	5 years from when the pupil leaves school		Lawful basis - Public Task
	Dietary requirements	Provided by parent/carers on admission and updated/confirmed annually	Not needed	SIMS and paper copy Pupil Record in Contacts file	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	All education related staff	N	Not shared externally - Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly	1 years from when the pupil leaves school		Lawful basis - Vital Interest
	Free school meals/pupil premium/whether they are a looked-after child	Provided by parent/carers on admission, logged by admin or electronic update as and when circumstances change	Not needed	SIMS	Y	Y	Password protected – only authorised personnel have the password.	Senior leaders, administrative staff	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly. LA will update as necessary	5 years from when the pupil leaves school		Lawful basis - Legal Obligation
	Emergency contact details	Provided by parent/carers on admission and updated annually	Not needed	SIMS and paper copy Pupil Record in Contacts file	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	All education related staff	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly	1 years from when the pupil leaves school		Lawful basis - Vital Interest
Pastoral records	Consent forms (photographs, school trips etc)	Provided by parent/carers on admission and updated annually	Y	Electronic Spreadsheet and Paper Copies	N		Secure network and paper copy in locked office	Senior leaders, administrative staff	N	Not shared externally	Parents are asked to inform us of any changes, and asked to confirm their information regularly	1 years from when the pupil leaves school		Consent
	Behaviour incidents	This is all relevant for managing children during their time at our school. Logged by senior staff, safeguarding staff and teachers	Not needed	CPOMS safeguarding software	Y	Y	Password protected – only authorised personnel have the password.	Senior leaders, safeguarding staff and teachers	N	Not shared externally	Updated automatically when changes made to SIMS	1 years from when the pupil leaves school		Lawful basis - Legal Obligation
	Attendance issues	Attendance is related to individual attainment and so being able to relate attendance to attainment whilst in schools care is important. Logged by administrative staff	Not needed	SIMS	Y	Y	Password protected – only authorised personnel have the password.	Senior leaders, administrative staff	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Registers uploaded twice a day	1 years from when the pupil leaves school		Lawful basis - Legal Obligation
	Accident reports	This is all relevant for managing children during their time at our school. Logged by first aiders and senior staff	Not needed	Electronic Spreadsheet and Paper Copies	Y	Y	Secure network and paper copy in locked school	All education related staff	N	Not shared externally	First Aiders to update and complete paperwork as appropriate	1 years from when the pupil leaves school		Lawful basis - Vital Interest
Admissions	Information about applicants	Admissions data is used extensively from the period of the school receiving it up until the point where children enrol. It is then used for some validation and cross checking of enrolment details. Once enrolled, the child's records in the SIMS become the core record	Not needed	Paper copies	Y	Y	Locked cupboard in locked office	Senior leaders, administrative staff	N	Not shared externally	Not updated	1 years from when the pupil leaves school		Lawful basis - Legal Obligation
Safeguarding														

The designated safeguarding lead's records	Concerns logged	Reported by staff, recorded discussions with parents	Not needed	CPOMS safeguarding software	Y	Y	Password protected, authorised access only	DSL	N	The local authority, police, the child's parents/carers, counsellors, staff members – all on a need-to-know basis to protect the child	Concerns are logged by the staff member with the concern as soon as possible	Until pupil is aged 25 or order		Lawful basis - Legal Obligation
	Referrals made	Reported by staff, recorded discussions with parents	Not needed	CPOMS safeguarding software	Y	Y	Password protected, authorised access only	DSL	N	The local authority, police, the child's parents/carers, counsellors, staff members – all on a need-to-know basis to protect the child	Concerns are logged by the staff member with the concern as soon as possible	Until pupil is aged 25 or order		Lawful basis - Legal Obligation
	Disclosures	Reported by staff, recorded discussions with parents	Not needed	CPOMS safeguarding software	Y	Y	Password protected, authorised access only	DSL	N	The local authority, police, the child's parents/carers, counsellors, staff members – all on a need-to-know basis to protect the child	Concerns are logged by the staff member with the concern as soon as possible	Until pupil is aged 25 or order		Lawful basis - Legal Obligation
	Action taken	Reported by staff, recorded discussions with parents	Not needed	CPOMS safeguarding software	Y	Y	Password protected, authorised access only	DSL	N	The local authority, police, the child's parents/carers, counsellors, staff members – all on a need-to-know basis to protect the child	Concerns are logged by the staff member with the concern as soon as possible	Until pupil is aged 25 or order		Lawful basis - Legal Obligation
Academic information														
Exam results/ SIMS/Otrack	Formative assessment results	Recorded by teachers	Not needed	Teachers' files, on pupils' work, on the school's assessment tracking system	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
	Summative assessment results	Recorded by teachers	Not needed	Teachers' files, on pupils' work, SIMS and on the school's assessment tracking system	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
In-class app data	Quiz scores	Recorded by teachers	Not needed	Teachers' files, on pupils' work, SIMS and on the school's assessment tracking system	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff	N	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
Reports to parents	Feedback	Recorded by teachers	Not needed	Teachers' files, on pupils' work, SIMS	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff Administrative Staff	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
	Predicted grades	Recorded by teachers	Not needed	Teachers' files, on pupils' work, SIMS	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff Administrative Staff	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
Records of interventions provided	Pupil characteristics	Recorded by teachers	Not needed	Teachers' files, on pupils' work, SIMS	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff Administrative Staff	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
	Assessment results and records of pupil progress	Recorded by teachers	Not needed	Teachers' files, on pupils' work, SIMS	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	Teaching Staff Administrative Staff	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	5 years from when the pupil leaves school		Lawful basis - Public Task
HR														

Recruitment information	Applicants' names and contact details	Provided by applicants during the recruitment process	Not needed	Stored on the school computer network	N	N	Applicants' details kept in restricted folders	Staff members managing the recruitment round	N	Not shared externally	Information provided by applicants and verified by staff. Staff update information at request of the applicant	Deleted 6 months following recruitment round		Lawful basis - Legal Obligation
	Interview notes	Taken by recruitment panel during the interview process	Not needed	If successful, paper copy stored in personnel file, if unsuccessful notes destroyed after 6 months	N	N	Applicants' details kept in restricted folders	Staff members managing the recruitment round	N	Not shared externally	Information provided by applicants and verified by staff. Staff update information at request of the applicant	Deleted 6 months following recruitment round		Lawful basis - Legal Obligation
	References	Provided by applicants referees during the recruitment process	Not needed	Stored on the school computer network If successful, paper copy stored in personnel file, if unsuccessful both paper copies and electronic files destroyed after 6 months	N	N	Applicants' details kept in restricted folders	Staff members managing the recruitment round	N	Not shared externally	Information provided by applicants and verified by staff. Staff update information at request of the applicant	Deleted 6 months following recruitment round		Lawful basis - Legal Obligation
Copies of pre-employment checks	DBS checks	If successful, check carried out during the recruitment process	Not needed	Electronically on SIMS, HR portal, paper copy in Personnel File, Single Central Record	N	N	Password protected – only authorised personnel have the password. Personnel file stored in SBM office, locked when appropriate	Senior leaders, administrative staff	N	Department for Education – workforce census. Local authority – where necessary, Ofsted Inspection	Should be updated every 3 years. School to implement a following programme to update in 2019	6 Years following termination of contract		Lawful basis - Legal Obligation
	Verification of right to work in the UK	If successful, check carried out during the recruitment process	Not needed	Electronically on SIMS, HR portal, paper copy in Personnel File, Single Central Record	N	N	Password protected – only authorised personnel have the password. Personnel file stored in SBM office, locked when appropriate	Senior leaders, administrative staff	N	Department for Education – workforce census. Local authority – where necessary, Ofsted Inspection	Checked termly using Secure Access System	6 Years following termination of contract		Lawful basis - Legal Obligation
Staff personnel files	Full name Payroll number DOB NI Number Address Start date and continuous service date Qualification details	Taken by recruitment panel during the interview process, statutory requirement	Not needed	Electronically on SIMS, HR portal, paper copy in Personnel File, Emergency Contacts File	Y	Y	Password protected – only authorised personnel have the password. Personnel file stored in SBM office, locked when appropriate	Senior leaders, administrative staff	N	Department for Education – workforce census. Local authority – where necessary.	Staff are asked to inform us of any changes, and asked to confirm their information yearly	6 Years following termination of contract		Lawful basis - Legal Obligation
	Salary	Taken by recruitment panel during the interview process, statutory requirement	Not needed	Electronically on SIMS, HR portal, paper copy in Personnel File	Y	Y	Password protected – only authorised personnel have the password. Personnel file stored in SBM office, locked when appropriate	Senior leaders, administrative staff	N	Department for Education – workforce census. Local authority – where necessary.	Staff asked to confirm salary for workforce census yearly	6 Years following termination of contract		Lawful basis - Legal Obligation
	P45 forms	Taken by the School Business Manager during the Induction Period to inform HMRC, statutory requirement	Not needed	Employer copy sent to LA Payroll	Y	Y	Sent by secure email	SBM only	N	Local authority, HMRC	Not updated	6 Years following termination of contract		Lawful basis - Legal Obligation
	Accidents at work	Recorded on ACCRAS forms by first aiders, statutory requirement for Health & Safety	Not needed	Paper copy sent electronically to LA Health & Safety	Y	Y	Paper copy stored in SBM office, locked when appropriate. Sent by secure email	Senior leaders, administrative staff	N	Department for Education – school census. Local authority	Each report confirmed by Health & Safety System	8 Years following termination of contract		Lawful basis - Vital Interest
	Disciplinary action taken	Meeting will be held and recorded, statutory requirement	Not needed	Recorded on paper forms and held in Personnel File	N		Personnel file stored in SBM office, locked when appropriate	Senior leaders only	N	Not shared externally	Not updated	Event plus 12 months		Lawful basis - Legal Obligation
	Grievances	Meeting will be held and recorded, statutory requirement	Not needed	Recorded on paper forms and held in Personnel File	N		Personnel file stored in SBM office, locked when appropriate	Senior leaders only	N	Not shared externally	Not updated	Event plus 12 months		Lawful basis - Legal Obligation
	Consent forms (photographs, school trips etc)	Provided by staff and updated annually	Y	Electronic Spreadsheet and Paper Copies	N		Secure network and paper copy in locked office	Senior leaders, administrative staff	N	Not shared externally	Staff are asked to inform us of any changes, and asked to confirm their information regularly	Event plus 12 months		Consent
	Attendance	Attendance monitoring	Not needed	SIMS, HR Portal, Electronic Spreadsheet and Paper Copies held in Personnel File	Y	Y	Password protected – only authorised personnel have the password.	Senior leaders, administrative staff	N	Department for Education – school census. Local authority – where necessary.	All absence events	6 Years following termination of contract		Lawful basis - Legal Obligation

	Characteristics (age, ethnicity, religion etc)	Provided by staff member on successful recruitment	Not needed	SIMS, HR Portal, Electronic Spreadsheet and Paper Copies held in Personnel File	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	Senior leaders	N	Department for Education – school census. Local authority – where necessary.	Staff are asked to inform us of any changes, and asked to confirm their information regularly	3 Years following termination of contract		Lawful basis - Public Task
	Medical conditions	Provided by staff member on successful recruitment	Not needed	SIMS, HR Portal, Electronic Spreadsheet and Paper Copies held in Personnel File and Emergency Contacts File	Y	Y	Password protected – only authorised personnel have the password. Contact file is in locked cupboard	Senior leaders	N	Not shared externally	Staff are asked to inform us of any changes, and asked to confirm their information regularly	8 Years following termination of contract		Lawful basis - Vital Interest
Appraisal records	Appraisal notes and reports	To ensure meet teaching and learning standards	Not needed	Paper copies stored in locked cupboard in Headteacher office	N		Locked in Headteacher office	Headteacher only	N	Shared with individual teacher, senior leaders, Governing Body and any inspectors	Appraisal carried out yearly as standard. Teacher on support plan may be appraised more regularly	8 Years following termination of contract		Lawful basis - Legal Obligation
	Objectives	To ensure meet teaching and learning standards	Not needed	Paper copies stored in locked cupboard in Headteacher office	N		Locked in Headteacher office	Headteacher only	N	Shared with individual teacher, senior leaders, Governing Body and any inspectors	Appraisal carried out yearly as standard. Teacher on support plan may be appraised more regularly	8 Years following termination of contract		Lawful basis - Legal Obligation
	Pay and promotion recommendations	To ensure meet performance management requirements	Not needed	Paper copies stored in locked cupboard in Headteacher office. Stored electronically on Perspective System	Y	Y	Locked in Headteacher office	Headteacher only	N	Shared with individual teacher, senior leaders, Governing Body and any inspectors	Appraisal carried out yearly as standard	8 Years following termination of contract		Lawful basis - Legal Obligation
Finance														
Parents'/carers' bank details	Bank details	Provided by parents/carers	Not needed	Cashless payment system	Y	Y	Details are only visible by parents	Parents only	N	Not shared externally	The online system allows parents to update their details	Deleted as soon as child leaves the school		Lawful basis - Public Task
Free school meals	FSM allocation	School informed by LA	Not needed	SIMS	Y	Y	Password protected, authorised access only	Senior leaders, administrative staff	N	Department for Education – school census. Local authority – where necessary.	LA update regularly	Time pupil at school plus 1 year		Lawful basis - Legal Obligation
Parent information														
Contact details	Name, address, phone number, emergency contact details	Provided by parents on their child's admission – for emergencies, safeguarding reasons and to enable communication	Not needed	SIMS, cashless payment system	Y	Y	Password protected, authorised access only	Headteacher, all education related staff	N	Department for Education – school census. Local authority – where necessary.	Parents are asked to inform us of any changes, and asked to confirm their information regularly	Time pupil at school plus 1 year		Lawful basis - Legal Obligation
Governance														
Governor details	Name and contact details	Provided by governors so the school can contact them	Not needed	On the school's single central record, in Governor files in SBM office, centrally by the LA	Y	Y	File stored in SBM office, locked when appropriate	Headteacher, SBM and Office Manager only	N	Names published on the school website - to meet our statutory requirements. Shared with the local authority - for training or LA-wide communications	Governors contact the SBM with updates	For the duration of their term of office (max 4 years)		Lawful basis - Public Task
	Register of interests	To ensure adherence to Governor Code of Conduct	Not needed	Paper copies in SBM office, electronically on website	Y	Y	File stored in SBM office, locked when appropriate	Headteacher, SBM and Office Manager only	N	Names published on the school website - to meet our statutory requirements. Shared with the local authority - for training or LA-wide communications	Confirmed yearly	For the duration of their term of office (max 4 years)		Lawful basis - Public Task
	Attendance records	To ensure adherence to Governor Code of Conduct	Not needed	Attendance book in SBM office	N		File stored in SBM office, locked when appropriate	Headteacher, SBM and Office Manager only	N	Not shared externally	Every meeting	For the duration of their term of office (max 4 years)		Lawful basis - Public Task
Photographs														
CCTV recordings	Images of individuals	CCTV installed around school for security	Not needed	In a digital archive on the school's ICT system	Y	Y	Locked school	Site manager, headteacher, SBM	N	Police if necessary for evidence or security reasons	N/A	All footage is automatically deleted after 30 days		Lawful basis - Public Task