

Who	What					When		Who		Where	
	Description of data	Type if data (Personal) (Specific)		How is it collected?	Legal Basis	What is it used for? (Does it leave the school site?)	Updated	Retention	Who can access it?	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
		PD	SD								
SCHOOL STAFF											
SCHOOL STAFF	Application Form Name DOB Address/telephone numbers Contact details Previous educational history Previous employment history	x		Application form and Equality Monitoring Form completed by staff prior to interview	Performance of a contract Necessary to carry out tasks in the public interest	Identification and checking purposes (does not leave school site)	Whenever changes occur (address)	End of employment +7 years for successful applicants Date of application +1 year for unsuccessful applicants	HT AO	Relevant school personnel LA Application form shared with shortlisting and interview panel	Digitally on school server Single Central Record (password protected) Paper copy held in secure cupboard in school office
	Interview notes and recruitment records e.g. educational qualification; CV; references; pension; next of kin; prohibition; right to work in the UK etc.	x		Application form completed prior to interview. Pre-employment check sheet. Staff entry form.	Performance of a contract Compliance with Legal Obligation/ Public Task	Identification and checking purposes (does not leave school site)	Whenever changes occur (pension)	End of employment +7 years for successful applicants Date of application +1 year for unsuccessful applicants	HT AO	Relevant school personnel and interview panel	Single Central Record (password protected) Paper copy held in secure cupboard in school office
	Pre-employment vetting information		x	DBS check; references; passport; driving licence; proof of identity checks; List 99 (barring list); Childcare Disqualification Staff Declaration Form	Compliance with legal contract obligation and compliance with DfE	Identification and checking purposes (does not leave school site)	When next DBS check occurs	End of employment +7 years	HT AO	Relevant school personnel OFSTED inspectors	Single Central Record (password protected) Some paper copies held in secure cupboard in school office

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SCHOOL STAFF	Characteristics e.g. nationality, ethnicity, sexual orientation, disability etc.		X	Equality Monitoring Form completed on entry	Compliance with legal contract obligation	Monitoring and ensuring of equality (does not leave school site)	If changes occur	End of employment +7 years for successful applicants Date of application +1 year for unsuccessful applicants	HT AO	Relevant school personnel only	Paper copy held in secure cupboard in school office
	NI Number, bank details, tax number, payroll number and records	X		From individual on start of employment	Compliance with legal contract obligation	To pay staff (does not leave school site)	If changes occur	End of employment +7 years	HT AO External IT personnel	Relevant school personnel LA – payroll provider	Digitally on school server Paper copy in secure cupboards in school office
	Health e.g. NHS number; medical condition and dietary requirements; staff sickness record; sickness management reports; OH referrals and reports	X		Health Declaration Form completed by staff on entry Medication forms completed by staff	Compliance with legal contract obligation Protection of vital interests Staff sickness – Limitation Act (1980)	To administer staff welfare and safety (does not leave school site)	Whenever changes occur	Staff sickness records e.g Dr notes – academic year +3 Ill health referrals – end of employment +7 years	HT AO Staff External IT personnel	Relevant school personnel Other employers (references only) Medical professionals LA	Digitally on school server Paper copy held in secure cupboard in school office

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SCHOOL STAFF	Staff annual appraisal /supervision records	X		<p>Collected as part of appraisal cycle in discussion with individual member of staff</p> <p>Performance management notes and observation notes</p>	<p>Compliance with legal contract obligation</p> <p>Necessary to carry out tasks in the public interest</p>	<p>Monitoring/ performance of contract</p> <p>(does not leave school site)</p>	In line with appraisal cycle	Current appraisal +6 years	HT Appraiser Appraisee	<p>Recommend shared with GB pay committee</p> <p>OFSTED – anonymised</p> <p>Trade Union Associations</p>	<p>Digitally on school server</p> <p>Papery copy held in secure cupboard in school office</p>
	<p>Disciplinary Proceedings; substantiated/ unsubstantiated</p> <p>Disciplinary Proceedings: False or malicious</p>		X	<p>Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter</p>	<p>Compliance with legal contract obligation</p> <p>Necessary to carry out tasks in the public interest</p> <p>Limitation Act (1980)</p>	<p>Contract/ personnel purposes/ investigative purposes</p> <p>(does not leave school site unless meeting held offsite)</p>	In line with disciplinary procedures	<p>Earnings – end of employment +7 years</p> <p>Outcome letter – end of employment +7 years</p> <p>All other cases – close of case +7 years</p>	HT Member of staff LADO Disciplinary committee Union reps	Only shared with relevant bodies in connection with disciplinary process	Held securely in staff personnel file

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SCHOOL STAFF	Staff maternity/paternity pay records	X		Staff member involved in completing paperwork	Compliance with legal contract obligation Necessary to carry out tasks in the public interest Statutory Maternity Pay Regulations (1986)	Determine maternity/paternity pay (does not leave school site)	N/A	Current academic year +3 years	HT AO Staff	AO LA – payroll and HR	Digitally on school server Held securely in staff personnel file
	Accident reports: adults Accident books RIDDOR forms	x		Staff member and witnesses to complete paperwork in line with H&S regulations	Social Security regulations (1979) regulation 25 Limitation Act (1980)	Health and Safety of staff (does not leave school site)	N/A	Current year +3 years	HT H&S Rep Relevant parties	County and relevant parties as appropriate to accident e.g. LA, RIDDOR, HSE	Completed on line and held electronically Paper copy held in secure cupboard in school office
	Photos Video/Audio Recording		X	School cameras, iPads, downloaded onto school server	Public task Consent	Curriculum (does not leave school site)	As necessary	1 year after leaving the school (if longer, special permission sought)	HT AO KW Staff External IT personnel	Relevant school personnel Public (displays, website etc.) LA – ID badges	Digitally on school server and website

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Health and Safety training records	X		List of training undertaken by staff members	Necessary to carry out tasks in the public interest	Record of training undertaken to show compliance (does not leave school site)	Annually or when training takes place	Current year +6 years unless records apply for a limited time e.g. First Aid Certs	HT H&S Rep	GB LA as appropriate	Digitally on school server Held securely in staff personnel file
CCTV Images	X		Collected electronically	Public task	Security measures (does not leave school site unless requested by Police)	N/A	In accordance with server make and model	HT AO Site Manager	Security Company or Police	Digitally on school server