

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								
PUPILS AND PARENTS											
PUPILS AND PARENTS	Pupil Registration Forms Name DOB Address/telephone numbers Contact details for parents Emergency contact details Gender SEND info Previous education Medical detail Ethnicity Religion	x	x	Paper form completed by parent on entry and reviewed annual, inputted into secure cloud storage (SIMS) held within UK	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site)	Annually or when informed by parents	Retain while pupil at the school	HT AO KW Staff External IT personnel	Relevant school personnel Other schools (CTF) LA DfE Medical professionals	Digitally on school server Paper copy and registers held in secure cupboard in school office
	Medical conditions/ dietary requirements/ administering of medicines	x		Registration form completed by parent on entry and reviewed annual	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site unless child on off- site visit)	Annually or when informed by parents	Retain while pupil at the school	HT AO KW Staff External IT personnel	Relevant school personnel Other schools (CTF) Medical professionals	Digitally on school server Paper copy held in secure cupboard in school office
	Pupil records	x	x	Assessments Letters from professionals Info from previous educational establishments	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site)	As necessary	Retain while pupil at school and send to new school upon transfer	HT AO KW Staff	Relevant school personnel	Digitally on school server Paper copy held in secure cupboard in school office

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PUPILS AND PARENTS	Pupil absence documentation	X		Paper form completed by parent (requests for absence)	Compliance with Legal Obligation/ Public Task	Tracking/ authorising absence To administer pupil education and welfare (does not leave school site unless for individual needs e.g meeting attendance)	As necessary	Retain while pupil at school	HT AO KW Staff External IT personnel	Admin staff HT LA (if appropriate)	Digitally on school server (SIMS) Attendance folder Absence recording book
	SEND information		X	EHCP documents SEND register Progress reviews	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (does not leave school site unless for individual needs e.g meeting attendance)	Progress reviews Annual reviews	Retain while pupil at school and send to new school upon transfer	HT AO KW Staff External IT personnel	Relevant school personnel LA and Multi Agencies Other schools (CFT) Medical professionals	Digitally on school server Paper copy and registers held in secure cupboards
	Photos Video/Audio recording	X	X	School cameras, iPads and downloaded onto school server School photographer	Public tasks for identification	Record keeping Safeguarding Historical interest Publicity to include social media (does leave site with consent)		Retain while pupil at school	IT personnel, public (on website with consent)	Public (displays, website)	Digitally on school server

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PUPILS AND PARENTS	Child protection, violent incident, physical intervention, racist incident forms	X		CP concerns stored electronically on the school server and password protected (CPOMS) Online forms submitted to LA via secure portal	Public tasks Vital interests	To administer pupil education and welfare Safeguarding Reporting serious incidents (does not leave school site unless for individual needs e.g CP meeting)	As necessary	Retain while pupil at school and send to new school upon transfer	HT DSL	Relevant school personnel LA	Digitally on school server Kept separate from pupil's main file Kept securely in locked cupboard and transferred when child leaves
	Accident report and accident investigation	X		Accident book Online accident reporting secure portal	Compliance with legal obligation	Safeguarding and pupil welfare (does not leave school site)	N/A	Keep records until child has reached age 22 RIDDOR reported online and held electronically	HT AO KW Staff	Relevant school personnel LA HSE	Digitally on school server Paper copy held in secure cupboard in school office
	Attainment and progress data	X		Pupil tracker Progress documentation	Compliance with legal obligation/ Public task	To administer pupil education and welfare – tracking and reporting progress and attainment ((does not leave school site)	Monthly	Whilst operationally required	HT KW External IT personnel	Support staff Parents Other schools (CTF) LA DfE	Digitally on school server Paper copies kept securely

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PUPILS AND PARENTS	Communication with parents	X		Personal letters	Public task	To administer pupil education and welfare (does not leave school site)	N/A	Retain while pupil is at school	HT AO KW External IT personnel	School staff as appropriate	Digitally on school server Paper copies stored in locked cupboard
	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