

## Curdridge Primary School - Personal Data Mapping Inventory for All Parties

Who	What					When		Who		Where	
	Description of data	Type of data (Personal) (Special)		How is it collected?	Legal Basis	What is it used for?  (Does it leave the school site?)	Updated	Retention (Hants Retention Schedule Ref)	Who can access it? <i>(HT, AO, CT, Staff, GB)</i>	Who is it shared with?	Where is it stored?
		PD	SD								What security measures are in place to protect it?

### PUPILS AND PARENTS

PUPILS AND PARENTS	<b>Pupil Admission Forms</b> Name DOB Address/telephone numbers Email addresses Contact details for parents Emergency Contact Details Gender SEND info Previous education history Medical details Ethnicity Religion	X	X	Paper form completed by parent on entry and reviewed annually, 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 (5.11)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel  Other schools (CTF)  LA  DFE  Medical professionals	Cloud storage held within UK  Digitally on school server  Paper copy and registers held in secure cupboard in school office
	Medical conditions/ dietary requirements/administering of medicines	X		Admissions form completed by parent on entry and reviewed annually  Healthcare Plans	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	2 years after cohort leaving the school (5.11)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel  Other schools (CTF)  Medical professionals  HC3S	Digitally on school server  Paper copy held in secure cupboard in school office
	Pupil Records	X	X	Pupil reports  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 the school and send to new school upon transfer (5.11)	HT, AO, CT, 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  Electronic form completed by parent	Compliance with Legal Obligation/ Public Task	Tracking/authorising absences  To administer pupil education and welfare (Does not leave school site unless for individual needs e.g. meeting attendance)	As necessary	Date of absence +2 years (5.6)	HT, AO, CT, Staff, External IT personnel	Admin staff  HT LA attendance team if appropriate	Digitally on school server (SIMS)  Attendance folder  Absence recording book
	SEND information		X	EHCP documents  SEND register/provision map  Progress overviews	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 termly  Annual reviews	Retain while pupil remains at school then transfer (5.11)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel  Local Authority and Multi Agencies e.g. SALT, EP, Family Support Workers, School Nurse etc  Other schools (CTF)  Medical professionals	Digitally on school server  Paper copy and registers held in secure cupboard in SEND office
	FSM/PP/LAC		X	Internal data tracking documents/reports	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)	Annually or when informed by parents	Retain while pupil remains at school then transfer (5.11)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel  Other schools (CTF)  LA  DfE  Medical professionals	County cloud storage held within UK  Digitally on school server (SIMS)

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<b>PUPILS AND PARENTS</b>	Photos	X		School cameras and iPads, downloaded onto school server  School photographer	Consent for publication  Public Tasks for identification	Curriculum  Record keeping  Safeguarding  Historical interest Publicity to include social media  (Does leave site with consent)	N/A	1 year after cohort leaving the school (5.16)	HT, AO, CT, Staff, External IT personnel, public (on website)	Relevant school personnel  Public (displays, website, news)  HC3S	Digitally on school server (SIMS)  Website
	Video/Audio Recording		X	School iPads, downloaded onto school server	Consent for publication  Public Tasks for identification	Curriculum  Record keeping  Safeguarding  Historical interest Publicity to include social media  (Does leave school site with consent)	N/A	1 year after cohort leaving the school (5.16)	HT, AO, CT, Staff, External IT personnel, public (on website)	Relevant school personnel  Public (displays, website, news) HC3S	Digitally on school server (SIMS)  Website
	Child protection, Violent Incident, Physical Intervention, Racist Incident forms	X		CP concern documents stored electronically on the school server and password protected  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 whilst pupil in school and transfer securely when child leaves for new school (5.9)	HT, DSL	Relevant school personnel  LA	Digitally on school server  Kept separate from pupil's main file  Kept securely in locked cupboard and transferred securely when child leaves

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PUPILS AND PARENTS	Accident reports 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 books until youngest child entered has reached age 22 RIDDOR reported online and held electronically (8.6)	HT, AO, CT, Staff	Relevant school personnel  LA  HSE	Digitally on school server  Paper copy held in secure cupboard in school office
	Attainment and progress data/curricula records	X		Pupil trackers  Pupil progress documentation  National testing documents  National testing results	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare – tracking and reporting progress and attainment  (Does not leave school site)	Sept, Nov, Feb, Apr and July	Whilst operationally required (6.1)	HT, CT External IT personnel	Support staff  Parents  Other schools (CTF)  LA  DFE	Digitally on school server  Paper copies kept securely (HT/main office locked)
	Communication with parents	X		Annual reports  Feedback  Personal letters	Public Task	To administer pupil education and welfare  (Does not leave school site)	N/A	Retain while pupil is at school then to new school (5.13)	HT, AO, CT, External IT personnel	School staff as appropriate	Digitally on school server  Paper copies stored in locked cupboard
	School trip information including name, medical and emergency contact details	X		Paper copies completed by parents	Public Task	To administer pupil education and welfare  (Does leave school site)	As necessary	Date of event + 1 year (5.17)	School staff	School staff as appropriate and agents running trip.	Paper copies stored in locked cupboard
	Individual SATs Results	X		NCA Tools Portal access by HT  Copies printed	Compliance with Legal Obligation/ Public Task	To administer pupil education on behalf of DfE  (Does not leave school site)	N/A	DOB +22 years (5.21/5.14)	HT, AO, Admin, CT	Parents  DfE  CT	Paper copies stored in locked cupboard

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PUPILS AND PARENTS	SCHOOL STAFF										
	Individual SATs Papers		X	NCA Tools Portal access by HT.	Compliance with Legal Obligation/ Public Task	To administer pupil education on behalf of DfE  (Does not leave school site)	N/A	Current Year +1 year (5.20)	HT, AO, Admin, CT	CT	Digitally on school server.
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, Site Manager	Security Company or Police	Digitally on school server	

SCHOOL STAFF											
SCHOOL STAFF	Staff Application Form Name DOB Address Email Telephone numbers Contact details Previous educational history Previous employment details	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 (7.4) for successful applicants  Date of application + 1 year for unsuccessful applicants (7.1)	HT, AO	Relevant school personnel and LA  Application form shared with shortlisting and interview panel	Digitally on school server  Single Central Register (Password protected)  Paper copy held in secure cupboard in school office
	Interview notes and recruitment records e.g. educational qualifications; CV; references; pension, next of kin; prohibition; right to work in the UK etc	X		Application form completed prior to interview. Inputted into secure cloud storage (SIMS) held within UK. Pre-employment check sheet. Staff entry form.	Performance of a contract  Compliance with Legal Obligation/ Public Task	Identification and checking purposes. Emergency contact  (Does not leave school site)	Whenever changes occur (pension)	End of employment + 7 years (7.4) for successful applicants. Date of application + 1 year for unsuccessful applicants (7.1)	HT, AO	Relevant school personnel and relevant interview panel members	Employee data base  Single Central Register (Password protected)  Paper copy held in secure cupboard in school office

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<b>SCHOOL STAFF</b>	Pre-employment vetting information		X	DBS check; references; passport; driving licence; proof of identity checks; proof of right to work in UK; List 99 (barring list); Childcare Disqualification Staff Declaration Form.	Compliance with legal contract obligation and compliance with DfE KCSIE	Identification and checking purposes.  (Does not leave school site)	When next DBS check occurs	End of employment + 7 years (7.4)	HT, AO	Relevant school personnel  OFSTED inspectors	Single Central Register (password protected)  Some paper copies held in secure cupboard in school office.
	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 (7.4) for successful applicants  Date of application + 1 year for unsuccessful applicants (7.1)	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)	Whenever changes occur	End of employment + 7 years (7.4)	HT, AO, FO	Relevant school personnel only  LA – payroll provider	Digitally on school server  Paper copy held in secure cupboard in school office
	Health e.g. NHS number; medical conditions & dietary requirements; staff sickness records; sickness management reports; OH referrals and reports	X		Health Declaration Form completed by staff on entry.	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. (7.7 and 7.8)  Ill health referrals end of employment + 7 years (7.4) for successful applicants.	HT, AO, CT, Staff, External IT personnel	Relevant school personnel  Other schools (CTF)  Medical professionals  HC3S	Digitally on school server  Paper copy held in secure cupboard in school office

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<b>SCHOOL STAFF</b>	Staff transport and car checks	X		Insurance check (business for transporting children)  Transporting Children checklist and details  Car registration number/make etc. Paper copy held in secure cupboard in school office.	Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest	Insurance protection  (Does not leave school site)	Whenever changes occur	End of employment	HT, AO	Relevant school personnel	Paper copy held in secure cupboard in school office
	Staff annual appraisal records	X		Collected as part of appraisal cycle in discussion with individual members of staff  Performance Management notes and observation notes/IPP notes and record on personnel file	Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest	Monitoring/performance of contract  (Does not leave school site)	In line with appraisal cycle	Current appraisal year + 6 years (7.5)	HT, appraiser and appraisee	Recommendation shared with GB pay committee  OFSTED – anonymised  Trade Union Associations	Digitally on school server  Paper copy held in secure cupboard in school office
	Disciplinary Proceedings: substantiated /unsubstantiated		X	Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter	Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  Limitation Act (1980)	Contract/personnel purposes/investigative purposes  (Does not leave school site unless meeting held offsite)	In line with disciplinary procedures	Warnings - end of employment + 7 years (7.4/7.13) Outcome letter - end of employment + 7 years (7.11/7.13) All other cases – close of case + 7 years (7.11)	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	Disciplinary Proceedings: False or malicious		X	Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter	Compliance with legal contract obligation.  Necessary to carry out tasks in the Public Interest  Limitation Act (1980)	Contract/personnel purposes/investigative purposes  (Does not leave school site unless meeting held offsite)	In line with disciplinary procedures	Warnings - end of employment + 7 years (7.4/7.13)  Outcome letter - end of employment + 7 years (7.11/7.13)  All other cases – close of case + 7 years (7.11)	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
	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 (7.9)	HT/staff	AO/FO  LA – payroll and HR	Digitally on school server  Held securely in staff personnel file

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<b>SCHOOL STAFF</b>	Accident reports: adults <ul style="list-style-type: none"> <li>Accident books</li> <li>F2508 – RIDDOR forms</li> <li>Local accident investigation record</li> </ul>	X		Staff member and witnesses to complete paperwork in line with H&S regulations	Social Security regulations (1979) regulation 25  Social Administration Act (1992) section 8  Limitation Act (1980)	Health and Safety of staff  (Does not leave school site)	N/A	Current year + 3 years (8.5)	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		X	School cameras and iPads, downloaded onto school server	Public Task  Consent	Curriculum Record keeping Safeguarding Historical interest Publicity  (Does not leave school site)	As necessary	1 years after leaving the school (if longer, special permission to be sought)	HT, AO, CT, Staff, External IT personnel, public (on website)	Relevant school personnel  Public (displays, website, news)	Digitally on school server and website
	Video/Audio Recording		X	School iPads, downloaded onto school server. Password protected.	Public Task  Consent	Curriculum  (Does not leave school site)	As necessary	1 years after leaving the school (if longer, special permission to be sought)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel  Public (displays, website, news)	Digitally on school server and website
	Violent Incident Records (VIR)	X		Record of incident taken and reported online.	Limitation Act (1980)	Reporting purposes  (Does not leave school site)	As necessary	Current year + 3 years (8.7)	DSL, HT	LA, LADO	Online form completed. May be put on staff personnel file.

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<b>SCHOOL STAFF</b>	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 or unless records apply for a limited time e.g. First Aid Certificates (8.11)	HT, H&S rep	GB, LA as appropriate	Digitally on school server  Paper copy held in secure cupboard in school office
	Pecuniary Interest forms	X		Completed by staff.	Compliance with legal contract obligation.	Governance.  (Does not leave school site)	As necessary	For as long as valid	HT, AO	GB	Paper copy held in secure cupboard in school office
	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, Site Manager	Security Company or Police	Digitally on school server

### GOVERNORS

<b>GOVERNORS</b>	Name Date of Birth Contact details Address References	X		GB Application Form	Necessary to carry out tasks in the Public Interest  Legal Obligation	Governance  (Does not leave school site)	As necessary	GB application forms for successful applicants – end of term of office + 1 year (1.3)	HT, AO, Clerk to govs	Governor services  DFE  General public	Application form
								Unsuccessful applicants – date of election + 6 months (1.4)			Single Central Register - Password protected  Website  Contact details form  Pecuniary Interest Form

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	DBS number Proof of identity	X		Electronic application and notification  Number is provided by the individual voluntarily	Necessary to carry out tasks in the Public Interest Legal Obligation	To ensure pupil welfare (safeguarding)  (Does not leave school site)	As necessary	Term of office + 1 year (1.3)	HT, AO, Clerk to govts, Safeguarding governor,	HT CoG Safeguarding governor  OFSTED LA	Single Central Register - Password protected
	Pecuniary Interests	X		Paper form completed annually.	Governance Public Task	For employment purposes (conflict of interest)  (Does not leave school site)	Annually and checked at each meeting	Current year + 6 years (1.6)	HT, Clerk to the governors	General public	Pecuniary Interests form  Website
<b>GOVERNORS</b>	Governor election voting forms	X		Via parents completing the forms	Governance Public Task	Election of GB	N/A	Date of election + 6 months (1.5)	HT, AO, counting panel	Parents	Paper copy held in secure cupboard in school office
	Photos		X	School camera downloaded onto school server	Consent	Public interest  (Does not leave school site)	As necessary	End of office	HT, AO, CT, Staff, External IT personnel, public (on website)	Relevant school personnel  Public (displays, website, news)	Digitally on school server.  Website
	Meeting attendance and training records	X		Through meeting minutes by clerk to GB	Governance Public Task	Governance and compliance  (Does not leave school site)	As necessary	Keep in school 6 years and then archive through HALS (1.2)	HT, Clerk to GB, all Governors	Public	Website  Paper copy held in secure cupboard in school office.
	Records of all full GB, committee and panel meetings Agendas and signed minutes Governor reports	X		Through meeting minutes by clerk of GB	Governance Public Task	Governance and compliance  (Does not leave school site)	As necessary	Keep in school 6 years and then archive through HALS (1.2)	HT, Clerk to GB, all Governors	Public	Paper copy held in secure cupboard in school office  GB portal on website

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<b>GOVERNORS</b>	Complaints	X		Through complaints procedure initiated by complainant	Compliance with Legal Obligation/ Public Task	To address complaints  (Does not leave school site)	As necessary	Date of resolution of complaint + 7 years (1.9)	HT, Clerk to GB, Chair of Governors, Complaints Panel	HT  Clerk to GB Chair of Governors  Complaints Panel	Paper copy held in secure cupboard in school office
	GB Action Plans	X		Through meetings and school visits.	Compliance with Legal Obligation/ Public Task	To address areas of school improvement  (Does not leave school site)	Regularly	Life of action plan + 3 years (1.8)	All staff and GB	Outcomes shared with parents  LA – Governor Services	Digitally on school server.  Paper copy held in secure cupboard in school office.  GB portal on website.

### VISITORS/VOLUNTEERS/CONTRACTORS

<b>VISITORS/VOLUNTEERS/CONTRACTORS</b>	Name Email Telephone contact numbers	X		Paper form completed by volunteer on application	Necessary to carry out tasks in the Public Interest Public Task Vital Interest	For safeguarding purposes  (Does not leave school site)	As necessary	End of volunteering + 1 year	HT, AO, Safeguarding governor	HT  CoG  Safeguarding governor  OFSTED  LA	Application form  Single Central Register – Password protected
	DBS number Proof of identity References	X		Electronic application and notification  Number is provided by the individual voluntarily	Legal Obligation Protection of vital interests	To ensure pupil welfare (safeguarding)  (Does not leave school site)	As necessary	End of volunteering + 1 year	HT, AO, Safeguarding governor	HT  CoG  Safeguarding governor  OFSTED  LA	Single Central Register - Password protected

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	Visitor Signing In Book	X		Collected by visitor/volunteer/contractor	Public Task	Safeguarding and emergency evacuation	As necessary	Upon completion book + 2 years	Admin staff and HT	Admin staff	On signing in desk – paper copy