

Rucstall Primary School
Data Mapping - Information Gathering



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								

Any and all information held on record by the school can and may be shared with the Local Authority, the emergency services (including the Police) and Ofsted.

PD = Personal Data SC = Special Category Data.

Personal Data: includes identification of individuals from identifiers – NI numbers, location data

•**Special Category Data:** (was sensitive personal data) now includes biometric data (e.g. fingerprint scanning).

For **personal** data schools are likely to use the following legal basis:

- Performance of a contract with data subject (e.g. for staff data).
- Compliance with a legal obligation (e.g. legally obliged to keep parents contact details).
- Protection of vital interests. (e.g. child protection)
- Necessary for performance of public interest tasks.(awaiting guidance) – educating pupils on behalf of DFE
- Consent (only rely on if nothing else applies).

Can only use **Special Category Data (SCD)** if one of following conditions apply:
(these are conditions most relevant to schools)

- Necessary and authorised by law for employment obligations.
- Protect vital interests and consent not feasible.
- Necessary for establishing, exercising or defence of legal rights.
- Substantial public interest (still subject to change in DP Bill) Requires organisation to have a DP policy.
- Explicit consent.

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		PD	SC								
Pupil Data											
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, accident forms, administration of medicine log, ethnicity, sex, religion	X	X	Paper form completed by parent and inputted into SIMS, Arbor [and any other system used]	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS, Arbor Paper copy in locked filing cabinet	Yes	Relevant school personnel and agencies if necessary. Tapestry, My Maths, Harrap, CPOMS, Phonics Tracker, EYFS Tracker, SMSC Grid, Rock star times tables, Numbots, Spelling Shed, Whiterose ParentMail School Nurse, EMTAS, Educational Psychiatrist, Speech & Language & Visual impairment staff. Local Authority, FFT, Office 365, Cardwells,, Wheelers ebooks, Winchester University students and Governors (anonymised) Tynker Rapid Router	All school staff External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	Pupil Records	X	X	Paper and electronic on SIMS, Arbor [and any other system used]	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS, Arbor Paper copy in locked filing cabinet	Yes	Relevant school personnel and agencies if necessary - passed onto new schools when pupil leaves. School nurse, CPOMS, EMTAS, Educational Psychiatrist, Speech & Language & Visual impairment staff. Local Authority, FFT, Office 365	All school staff External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	Emergency Contact Details	X		Paper form completed by parent and	To administer pupil education and welfare	Public Task	Kept on pupil record/ SIMS, Arbor	Yes - This would go out on	Relevant school personnel Local Authority	All school staff	In accordance with

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		PD	SC								
				inputted into SIMS, Arbor [and any other system used]				school trips etc.	CPOMS	External IT personnel maintaining IT systems	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	SIMS, Arbor / Paper copy in locked filing cabinet	Yes (trips)	Staff	All school staff	In accordance with retention schedule
Pupils	Pupil Census	X	X	From SIMS, Arbor	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	SIMS, Arbor	Yes	Local Authority DfE	Admin staff Headteacher	In accordance with retention schedule
Pupils	Exam Results	X		Paper form / Electronic portal	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Paper copy filed / stored on SIMS, Arbor	Yes	Local Authority DfE NCA Tools and STA Other schools - moderation of assessments and transition	School Leaders Admin staff with pupil access	In accordance with retention schedule
Pupils	Assessment Data	X		Paper form / Pupil Database	To administer pupil education and welfare	Legal Obligation / Public Task	Kept on pupil record/ SIMS, Arbor	Yes	Local Authority DfE NCA Tools and STA Other schools - moderation of assessments and transition	School Leaders 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 records	Yes	Local Authority and DfE Multi-agencies Including speech and language, family support workers, NHS, Specialist teacher advisers, EPs	All school staff	In accordance with retention schedule
Pupils	Pictures	X		Schools Digital equipment School photographer	Identification Displays Publications	Consent for publication Public Tasks for identification	Paper SIMS, Arbpr Website Display boards	Yes [with consent]	Public School staff Cardwell and Simmons	School Staff Public	In accordance with retention schedule
Pupils	Attendance Data	X		Paper Electronically	To administer pupil education and welfare. Emergency evacuation.	Legal Obligation / Public Task	Paper SIMS, Arbor	No	Local Authority School Staff Ofsted	School Staff Attendance Officers Education Welfare Officers Children's Services	In accordance with retention schedule

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		PD	SC								
										Local Authority	
Pupils	Pupil Work	X		Paper Electronically	To administer pupil education and welfare	Public Task	Display boards Paper records Electronic records	Yes	School Staff Parents Other schools - moderation of assessments and transition Local Authority	School Staff Local Authority	In accordance with retention schedule
Pupils	Grant applications, including Free School Meals	X		Paper Electronically	To administer pupil education and welfare	Legal Obligation / Public Task	Paper 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	No	School Staff Admin Staff Kitchen/Lunchtime Staff HC3S	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. CPOMS	No	Local Authority Children's Services SEND outside agencies	DSL All school staff	In accordance with retention schedule
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 Database	Yes	Agent running trip e.g. PGL School Staff EVOLVE - Local Authority	School Staff	In accordance with retention schedule
Pupils	Child Protection Files		X	Various Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper Electronically School Database CPOMS	No	Local Authority, inc. Children's Services	DSLs Headteacher All staff - individual clearances	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	To administer pupil education and welfare	Public task	Paper records / Electronic violent incident records	Yes	School staff / Children's Services / Local Authority / Primary Behaviour Service/ HSE if appropriate	Senior Leadership DSLs Other staff as appropriate	In accordance with retention schedule
Parents	Any details regarding parents, including contact information (phone, address, emails etc). Details from meetings and conversations around	X		Correspondence	To administer pupil education and welfare	Public task	Stored in filing system / any other system used / electronic / CPOMS	No	School staff CPOMS Local Authority (CServices) App - TheSchoolApp	School staff	In accordance with retention schedule

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		PD	SC								
	pupil's wellbeing, safety and safeguarding.								Website - for emails and texts		
Visitor / Volunteer / Contractor											
Visitor	Visitor Signing in Books	X		Paper form	Safeguarding Emergency evacuation	Public Task	Reception	No	Admin Staff Headteacher and SLT	Admin Staff	In accordance with retention schedule
Visitor / Volunteer / Contractor	DBS Checks	X	X	Electronic forms	Safeguarding and safer recruitment - Single Central Register	Legal obligation / Public Task /vital interests	DBS number stored on SIMS, Arbor	Yes	DBS Processor Headteacher and SLT Ofsted	Results shared with SLT and Governors	In accordance with retention schedule
Volunteer / Contractor	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	School staff	School staff	In accordance with retention schedule

Staff											
Staff	Staff application form including name, Date of Birth, 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, accident forms, administration of medicine log, ethnicity, sex, religion	X	X	Paper or online form completed by data subject and stored on SIMS, Arbor	For employment purposes	Performance of a contract	Employee Database within school SIMS, Arbor CPOMS IBC DfE	No	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel, CPOMS, Harrap, My Maths, Phonics tracker, EYFS tracker, Evolve, NQT Manager, Phonics Play, Charanga, Letter Join, SMSC Grid, Tapestry, Speech Link, Bug club, Rock Star times tables, Linguafin, Office 365, Perspective Lite, NCA tools, Secure Access, Local Authority, FFT, Occupational Health, Cardwells, EPS, EVOLVE, Trip organisers - as appropriate	School Leaders Line Manager / HR Manager / admin with HR responsibility	In accordance with retention schedule

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		PD	SC								
									Other schools requesting references		
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, Arbor Staff paper file kept in secure location Payroll software	No	School Leaders Line Manager Payroll Provider/IBC EPS Occupational Health HET Governors Other schools requesting references	School Leaders Line Manager HR Manager / 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, Arbor Staff paper file kept in secure location	No	Line Manager School Leaders Occupational Health provider Governors IBC EPS	School Leaders Line Manager HR Manager / 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 SIMS, Arbor and electronic internal SCRegister	Yes	DBS Processor Headteacher/DHT Governors IBC DfE EVOLVE Trip organisers - as appropriate	Results shared with school School Leaders Line Manager HR Manager / admin with HR responsibility	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	School Leaders Line Manager Governors EVOLVE Trip organisers - as appropriate	School Leaders 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 SIMS, Arbor Staff paper file kept in secure location	No	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel IBC EVOLVE Trip organisers - as appropriate	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Car details	X		Paper form or email completed	For employment purposes	Performance of a contract / public task	Employee Database within school	No	School Leaders Line Manager	School Leaders Line Manager	In accordance with retention schedule

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		PD	SC								
				by data subject			SIMS, Arbor Staff paper file kept in secure location		HR Manager / admin with HR responsibility Relevant admin personnel IBC EVC EVOLVE	HR Manager / admin with HR responsibility	
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Employee Database within school SIMS, Arbor Staff paper file kept in secure location	Yes	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Other schools requesting references	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
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	School Leaders Line Manager HR Manager / admin with HR responsibility HET	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Performance management records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school SIMS, Arbor Staff paper file kept in secure location	No	School Leaders Line Manager HR Manager / admin with HR responsibility HET EPS Other schools requesting references	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	CPD records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school SIMS, Arbor Staff paper file kept in secure location	No	School Leaders Line Manager HR Manager / admin with HR responsibility Other schools requesting references	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Lesson observations	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Paper records kept in a secure location Staff paper file in a secure location	No	School Leaders Line Manager HR Manager / admin with HR responsibility Other schools requesting references	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule

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		PD	SC								
Staff	Staff files	X	X (potentially if medical)	Paper or electronic information management system	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school SIMS, Arbor Staff paper file kept in secure location	No	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel HET	School Leaders 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	No	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel HET Governors Ofsted	School Leaders Line Manager HR Manager / admin with HR responsibility / safeguarding governor	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Employee Database within school SIMS, Arbor IBC	Yes	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Payroll Provider (PCC) HET Other schools requesting references	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Pension forms	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in a secure location IBC	Yes	School Leaders Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Pension provider Payroll (PCC) HET	School Leaders Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Staff pictures and images	X		Digital pictures, camera	Employment, promotional	Public task / Consent (depending on how and where used)	School drive Website SIMS, Arbor	Yes	School Leaders Line Manager HR Manager / admin with HR responsibility IT admin / Manager Admin staff HET	School Leaders Line Manager HR Manager / admin with HR responsibility IT admin / Manager Admin staff	In accordance with retention schedule

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		PD	SC								
Staff	Business Interest Forms including conflicts	X		Paper form	Governance	Performance of a contract	School drive, paper copies in file	No	Governors / School Leaders / Admin Staff	School Leaders / Clerk / Admin Staff / Chair of Governors	In accordance with retention schedule

Governor											
Governors	Application Form name, Date of Birth, 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, accident forms, administration of medicine log, ethnicity, sex, religion	X		Paper or online form completed by data subject and stored on (system used)	Governance Website - basic information is shared as a DfE requirement	Public task / legal obligation	Database within school SC Register Governor application forms and records Website	No	Relevant school personnel Governor Services IBC DfE Public	Admin Staff School Leaders	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored on SCR	Yes	DBS Processor Headteacher/DHT School Leaders Governor Services	Results shared with school	In accordance with retention schedule
Governors / Parent / Staff / Pupil	Complaints	X		Complaints Procedure - Paper form or in writing	To deal with complaints	Public Task / legal obligation	Paper file in school (any other system used)	No	School Leaders Clerk Governors Governor Services	Chair of Governors	In accordance with retention schedule
Governors	Business Interest Forms	X		Paper Form	Governance	Public Task	Website / School database / Clerks computer	Yes	School Leaders Clerk Governors Governor Services	Chair of Governors / Clerk / School / Public	In accordance with retention schedule
Governors	Election papers	X		Paper Form	Governance	Public Task / legal obligation	Paper File	Yes	School Leaders Clerk Governors Parents Admin Staff	Chair of Governors / Clerk	In accordance with retention schedule
Governors	Training Records	X		Paper / Electronic Form	Governance	Public Task	Paper File / School database / Clerk's computer	Yes	School Leaders Clerk Governors Admin Staff Governor Services	Chair of Governors / Clerk / School	In accordance with retention schedule

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		PD	SC								
Governors	Meeting Attendance	X		Paper Form / Electronic Form	Governance	Public Task / Legal obligation	Paper File / School Database / Clerk's computer	Yes	School Leaders Clerk Governors Governor Services	Chair of Governors / Clerk School / Public School staff	In accordance with retention schedule