



DATA MAPPING FOR FREEGROUNDS INFANT SCHOOL

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.

Pupil Data

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?
		P D	SC								
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, ethnicity, sex, religion	X	X	Paper form / Google Form completed by parent and inputted into SIMS	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Google Paper copy in locked filing cabinet	Yes	Relevant school personnel and agencies if necessary	Admin Staff School Leader Class Teacher External IT personnel maintaining IT systems.	In accordance with retention schedule
Pupils	Pupil Records	X	X	Paper and electronic on SIMS / Google	To administer pupil	Legal Obligation / Public Task	SIMS Paper copy in locked	Yes	Relevant school personnel and agencies if	Admin Staff	In accordance with

					education and welfare		filing cabinet, Cloud storage		necessary – passed onto new schools when pupil leaves	School Leader Form Teacher External IT personnel maintaining IT systems.	retention schedule
Pupils	Emergency Contact Details	X		Paper form completed by parent and inputted into SIMS	To administer pupil education and welfare	Public Task	Paper copy SIMS Cloud Storage	Yes This would go out on school trips etc.	Relevant school personnel	Admin Staff School Leader Class Teacher	In accordance with retention schedule
Pupils	Permission Slips	X		From parent / Paper or electronic – Google / Tucasi	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Google Tucasi Cloud Storage Paper copy	Yes (trip)	Staff	Staff	In accordance with retention schedule
Pupils	Pupil Census	X	X	From SIMS	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	SIMS	Yes	Local Authority DfE	Admin staff School Leader	In accordance with retention schedule
Pupils	Key Stage Results	X		Paper form / Sims	To administer pupil education	Legal Obligation / Public Task	Sims Paper copy	Yes	Local Authority DfE	School Leaders Admin staff	In accordance with

					on behalf of DfE						retention schedule
Pupils	Assessment Data	X		Paper form / Pupil Database	To administer pupil education and welfare	Legal Obligation / Public Task	Sims Paper copy	Yes	Local Authority DfE	School Leaders Admin staff	In accordance with retention schedule
Pupils	SEND Information		X	Paper form and Sims	To administer pupil education and welfare	Legal Obligation / Public Task	Pupil records Paper copy Sims	Yes	Local Authority and DfE Multi-agencies Including speech and language, family support workers	School Leaders Staff SENCO Inclusion manager	In accordance with retention schedule
Pupils	Pictures	X		Schools Digital equipment School photographer	Identification Displays Publications Website Social Media	Consent for publication Public Tasks for identification	Paper SIMS website Display boards Electronic	Yes [with consent]	Public	School Staff Public	In accordance with retention schedule
Pupils	Attendance Data	X		Paper register Sims	To administer pupil education and welfare. Emergency evacuation.	Legal Obligation / Public Task	Paper SIMS	No	Local Authority School Staff Ofsted	School Staff Attendance Officers Education Welfare Officers	In accordance with retention schedule
Pupils	Pupil Work	X		Paper Electronically Google Classroom	To administer pupil	Public Task	Display boards Paper records	Yes	School Staff Parents	School Staff	In accordance with

					education and welfare		Electronic records				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		Electronically	To administer pupil education and welfare	Public Task	Electronically	No	Admin Staff Kitchen/Lunchtime Staff	School Staff Kitchen/Lunchtime 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	Senior Leadership. DSL SENCO Team Teacher	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	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	Senior Leadership DSL Class Teacher Admin Staff	In accordance with retention schedule
Pupils	Administration of Medicine	X	X (medical)	Paper record completed by parent / Staff	To administer pupil	Public task	Paper records	No	School Staff School nursing service	Relevant school staff	In accordance with

					education and welfare						retention schedule
Pupils	Physical Intervention / Violent Incident / Accident investigation	X		Paper record Electronically	To administer pupil education and welfare	Public task	Paper records Electronically CPOMS	Yes	School staff / Children's Services /	Senior Leadership. Designated Safeguarding Officer/ SENCO / Team/ Teacher	In accordance with retention schedule
Parents	Any details regarding parents	X		Correspondence Paper Electronically	To administer pupil education and welfare	Public task	Paper record Electronically CPOMS	No	School staff	School staff	In accordance with retention schedule
Visitor / Volunteer / Contractor											
Visitor	Visitor Signing in systems including images	X		Electronically	Safeguarding Emergency evacuation	Public Task	Electronically EntrySign	No	Admin staff.	Admin staff. EntrySign	In accordance with retention schedule
Visitor / Volunteer / Contractor	DBS Checks	X	X	Electronic forms Paper copies	safeguarding	Legal obligation / Public Task /vital interests	DBS number stored electronically	Yes	DBS Processor School Staff HCC	School Leaders Class Teachers Admin Staff Site Staff	In accordance with retention schedule
Volunteer / Contractor	Contact details	X		Paper form / provided on invoice	To administer pupil education and welfare	Public Task	Paper record SAP Electronic	No	School staff	School staff	In accordance with retention schedule

Staff

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								
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, ethnicity, sex, religion	X	X	Paper form Electronically Sims IBC	For employment purposes	Performance of a contract	Employee Database within school (SIMS/IBC) Paper copy	No	School Leader Admin with HR responsibility	School Leader Admin with HR responsibility	In accordance with retention schedule
Staff	Absence Data	X	X (if contains Medical)	Paper form or via email	For employment purposes	Performance of a contract	Employee Database within school IBC	No	School Leader Line Manager	School Leader Line Manager	In accordance with retention schedule

							Staff paper file		Payroll Provider Occupational Health	HR Manager / admin with HR responsibility	
Staff	Pre-employment Checks	X		Paper and electronic	For employment purposes	Performance of a contract	Employee Database within school (SIMS/IBC) Staff paper file	No	Line Manager School Leader Occupational Health provider	School Leader 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 /IBC SCR	Yes	School Leader DBS Processor (Carly Haines)	Results shared with school School Leader 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	No	School Leader Line Manager	School Leader 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 (SIMSIBC) Staff paper file	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Employee Database within school IBC Staff paper file	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader 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 any other system used	Yes	School Leader Line Manager HR Manager / admin with HR responsibility	School Leader 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	Staff paper file	No	School Leader Line Manager HR Manager / admin with HR responsibility	School Leader 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	Staff paper file	No	School Leader Line Manager HR Manager / admin with HR responsibility	School Leader 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 Leader Line Manager HR Manager / admin with HR responsibility	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
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 IBC staff paper file	No	School Leader Line Manager HR Manager / admin with	School Leader Line Manager HR Manager / admin with	In accordance with retention schedule

									HR responsibility Relevant admin personnel	HR responsibility	
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	School drive Cloud	No	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager / admin with HR responsibility / safeguarding governor	In accordance with retention schedule
Staff	Absence Data	X		Paper or electronic form	For employment purposes and legal purposes	Performance of a contract	Employee Database within school IBC Staff paper file	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Payroll Provider	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Paper and electronic forms	For employment purposes	Performance of a contract	Employee Database within	Yes	School Leader Line Manager	School Leader Line Manager	In accordance with

					and legal purposes		school IBC / ESS Lite		HR Manager / admin with HR responsibility Relevant admin personnel Payroll Provider	HR Manager / admin with HR responsibility	retention schedule
Staff	Pension forms	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Staff paper file	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel Pension provider Payroll	School Leader 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 Cloud Website	Yes	School Leader Line Manager HR Manager / admin with HR responsibility IT admin / Manager	School Leader Line Manager HR Manager / admin with HR responsibility IT admin / Manager	In accordance with retention schedule

									Admin staff	Admin staff	
Staff	Electronic Signing in system	X	X	Digital system	Safeguarding Fire safety Security	Public Task	Third party software	Yes	Signing in provider Admin staff	Admin staff IT staff	In accordance with retention schedule
Staff	Business Interest Forms including conflicts	X		Paper form	Governance	Performance of a contract	School drive, paper copies in file	No	Governors / School Leader	School Leaders / Clerk / Admin Staff / Chair of Governors	In accordance with retention schedule

Governor											
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		PD	SC								
Governors	Application Form name, Date of Birth, contact details,	X		Paper or online form completed by data subject and stored on (system used)	Governance	Public task / legal obligation	Database within school Clerks computer Paper files in school	No	Relevant school personnel	Admin Staff School Leader	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored on	Yes	DBS Processor (NAME)	Results shared with school	In accordance with

							Admin Drive (SCR)				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	No	School Leader Clerk Governors Trust	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 Leader Clerk Governors Trust	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 Leader Clerk Governors Parents	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 Leader Clerk Governors	Chair of Governors / Clerk School	In accordance with retention schedule
Governors	Meeting Attendance	X		Paper Form / Electronic Form	Governance	Public Task / Legal obligation	Paper File School Database Clerk's computer	Yes	School Leader Clerk Governors Trust	Chair of Governors / Clerk School / Public	In accordance with retention schedule