

SHARPS COPSE PRIMARY SCHOOL - DATA MAPPING - 2018

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| Personal Data (PD) - includes identification of individuals from identifiers – NI numbers, location data | Special Category Data (SCD) - (previously sensitive personal data) now includes biometric data (e.g. fingerprint scanning). |
| For PD schools are likely to use the following legal basis: <ul style="list-style-type: none"> 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). | Only use SCD if one of following conditions apply: (these are conditions most relevant to schools) <ul style="list-style-type: none"> 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. |

NB: Please use our link to the Retention Schedule located on the schools website at www.sharpscopse.hants.sch.uk/aboutus/policies to find out how/why we use and keep the data and how we dispose after use

| PUPIL DATA | | | | | | | | | | | |
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| 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 | SCD | | | | | | | | |
| Pupils | Pupil Admission Forms includes pupils name, DoB, address, telephone numbers, email addresses, contact details, parent details, emergency contact details, SEND details, previous education history, medical details, ethnicity, sex, religion, permissions, dietary needs | X | X | Information provided at point of child's application & admission to school by parent/carer using a Registration form (paper) | To provide pupil education and welfare | Legal Obligation / Public Task | Registration form retained in locked filing cabinet in admin office; Information uploaded to SIMs & TUCASI electronic systems; Cloud storage | Yes | Relevant school personnel and agencies if necessary – forwarded to new schools when pupil leaves | School Staff Cloud storage personnel Agile (contractors) IT personnel maintaining IT systems. | In accordance with retention schedule Points 5.1 – 5.25 |
| Pupils | Pupil Records | X | X | Information provided at point of child's application & admission to school by parent/carer using a Registration form (paper) | To provide pupil education and welfare | Legal Obligation / Public Task | Registration form retained in locked filing cabinet in admin office; Information uploaded to SIMs & TUCASI electronic systems; Cloud storage | Yes | Relevant school personnel and agencies if necessary – forwarded to new schools when pupil leaves | School Staff Cloud storage personnel Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 5.1 – 5.25 |
| Pupils | Emergency Contact Details | X | X | Information provided at point of child's application & admission to school by parent/carer using a Registration form (paper) | To provide pupil education and welfare | Public Task | Registration form retained in locked storage in admin office; Information uploaded to SIMs & TUCASI electronic systems; Cloud storage | Yes | Relevant school personnel; forwarded to new schools when pupil leaves | School Staff Cloud storage personnel maintaining IT Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 5.1 – 5.25 |

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| Pupils | Permission Slips | X | X | Information provided at point of child's application & admission to school by parent/carer using a Registration form (paper); trip permission gained from parent/carer as & when required | To provide pupil education and welfare | Legal Obligation / Public Task | SIMs; Cloud Storage; Paper copy retained in locked storage in admin office | Yes | School Staff | School Staff | In accordance with retention schedule Points 5.16 – 5.18 |
| Pupils | Pupil Census | X | X | From SIMs | To provide pupil education and welfare on behalf of DfE | Legal Obligation / Public Task | SIMS | Yes | School Staff; LEA; DfE | School Staff; LEA; DfE | In accordance with retention schedule Point 4.4 |
| Pupils | Exam Results | X | | Paper form/SIMs; Electronic portal | To provide pupil education and welfare on behalf of DfE | Legal Obligation / Public Task | Paper copy filed; stored on SIMS; O Track | Yes | School Staff; LEA; DfE | School Staff; Optimum Assessment providers to maintain IT system; Governors | In accordance with retention schedule Points 5.20 – 5.25 |
| Pupils | Assessment Data | X | | Paper form/SIMs; Electronic portal | To provide pupil education and welfare | Legal Obligation / Public Task | | Yes | School Staff; LEA; DfE | School Staff; Optimum Assessment providers to maintain IT system; Governors | In accordance with retention schedule Points 5.20 – 5.25 |
| Pupils | SEND Information | | X | Paper form/SIMs; Electronic portal | To provide pupil education and welfare | Legal Obligation / Public Task | Pupil records/ | Yes | School staff; LEA; DfE; Multi-agencies Including S&L; family support workers | School Staff | In accordance with retention schedule Points 511 & 5.13 |
| Pupils | CCTV Images | X | | Electronically | To provide security measures for whole school | Public Task | Electronically held by school; HCC SLA Service contractor | No | School staff; HCC SLA Service Contractor; Police if requested via DP2 | School Staff | In accordance with retention schedule Point 12.5 |
| Pupils | Photographs/images | X | | Schools Digital equipment School photographer | Identification Displays Publications | Consent for publication Public Tasks for identification | Paper SIMS Display boards | Yes, with consent | School staff; Other agencies with consent; Public | School Staff Public | In accordance with retention schedule Points 5.16, 12.3 & 12.5 |
| Pupils | Attendance Data | X | | Paper Electronically | To provide pupil education and welfare; Emergency evacuation | Legal Obligation / Public Task | Paper SIMs & Tucasi electronic system | No | Local Authority; School Staff; Ofsted | School Staff Education Welfare Officers | In accordance with retention schedule Points 2.9, 3.2, 4.6, 5.5, 5.6, 5.7 & 5.8 |

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| Pupils | Pupil Work | X | | Paper Electronically | To provide pupil education and welfare | Public Task | Display boards; Paper records; Electronic records | Yes | School Staff Parents | School Staff | In accordance with retention schedule Point 6.1 |
| Pupils | Grant applications including Free School Meals includes parent/carer NI & DoB details | X | X | Paper; Tucasi electronic system; HCS3 hub checking system | To provide pupil education and welfare | Legal Obligation / Public Task | Paper; SIMs & Tucasi electronic systems | No | Local Authority HCS3 hub checking system | School Staff HCS3 hub checking system | In accordance with retention schedule Points 3.1, 9.12, 9.13 & 9.14 |
| Pupils | School Meal registers | X | | Paper; Tucasi electronic system | To provide pupil education and welfare | Public Task | Paper; SIMs & Tucasi electronic systems | No | Admin Staff Kitchen staff | School Staff; Kitchen staff | In accordance with retention schedule Point 9.12 |
| Pupils | EHC Plans | | X | Paper; SIMs; Information from various agencies | To provide pupil education and welfare | Legal Obligation / Public Task | Paper; SIMs electronic system | No | Local Authority/ Children's Services | School staff | In accordance with retention schedule Points 5.4, 5.11 & 5.13 |
| Pupils | School trip Information including name, medical, emergency contact details | X | X | Paper; Tucasi electronic system | To provide pupil education and welfare | Public Task | Paper; SIMs & Tucasi electronic systems | Yes | Outside agent organising trip; School Staff | School Staff | In accordance with retention schedule Points 5.17 & 5.18 |
| Pupils | Child Protection Files | | X | Paper; SIMs; various agencies | To provide pupil education and welfare | Public Task / Vital Interests | Paper; SIMs electronic system | No | School staff; Local Authority | School staff | In accordance with retention schedule Point 5.9 |
| Pupils | Administration of Medicine | X | X | Paper record completed by parent/carer or Staff | To provide pupil education and welfare | Public task | Paper; SIMs electronic system | No | School Staff; School nursing service; NHS | School staff; Governors | In accordance with retention schedule Points 5.11 & 5.13 |
| Pupils | Physical Intervention / Violent Incident / Accident investigation | X | | Paper record | To provide pupil education and welfare | Public task | Paper records | Yes | School staff; Children's Services | DSLO's, SENCo; School staff | In accordance with retention schedule Points 8.6, 8.7 & 8.9 |
| Parents | Any details regarding parents including complaints | X | | Correspondence | To provide pupil education and welfare | Public task | Stored in filing system / any other system used | No | School staff | School staff Governors | In accordance with retention schedule Points 1.9, 5.6, |

VISITOR/VOLUNTEER/CONTRACTOR

| Data Subject | Data Subject | 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? |
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| | | PD | SCD | | | | | | | | |
| Visitor | Visitor Signing in Books | X | | Paper form | Safeguarding Emergency evacuation | Public Task | Reception | No | School Staff | School Staff | In accordance with retention schedule Point 2.12 |
| Visitor/ Volunteer/ Contractor | DBS Checks | X | X | Electronically on SCR | Safeguarding | Legal obligation / Public Task /vital interests | DBS number stored electronically | Yes | School Staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Point 7.1, 7.2 & 7.3 |
| Volunteer/ Contractor | Contact details | X | X | Paper form; provided on invoice or contract | To provide pupil education and welfare; Safeguarding | Public Task | Stored on paper record; Electronic system | No | School staff | School staff Agile (contractors) IT personnel maintaining IT systems. | In accordance with retention schedule Point 7.1, 7.2 & 7.3 |

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? |
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| | | PD | SCD | | | | | | | | |
| 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, next of kin, car details | X | X | Paper or online form completed by data subject and stored on SIMs | For employment purposes | Performance of a contract | HCC Employee Database within school SIMs | No | School staff Governors | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 7.1 – 7.4 |
| Staff | Absence Data | X | X | Paper form or via email | For employment purposes | Performance of a contract | HCC Employee Database within school ; SIMs; staff paper file kept in secure location | No | School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 7.7 – 7.8 |
| Staff | Pre-employment Checks | X | X | Paper and electronic | For employment purposes | Performance of a contract | HCC Employee Database within school; SIMs; paper file kept in | No | School staff | School staff Agile (contractors) IT personnel | In accordance with retention schedule Point 7.3 |

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| | | | | | | | secure location | | | maintaining IT systems. | |
| Staff | DBS Checks | X | X | Electronic forms | For employment purposes and legal obligation | Legal obligation / Performance of a contract/vital interests | DBS number stored on SIMS [any other system used]) | Yes | School staff | School staff Agile (contractors) IT personnel maintaining IT systems. | In accordance with retention schedule Point 7.3 |
| Staff | DBS Risk assessments | X | 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 staff | School staff | In accordance with retention schedule Point 7.3 |
| Staff | Occupational checks and health referrals | X | X | Paper form or electronic form | For employment purposes and legal purposes | Performance of a contract | HCC referral system; paper file kept in a secure location | Yes | School staff | School staff | In accordance with retention schedule Point 7.8 |
| Staff | Performance management records | X | | Paper or electronic form | For employment purposes and legal purposes | Public task / Performance of a contract | HCC Employee Database within school; SIMs; paper file kept in secure location | No | School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Point 7.5 |
| 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 / any other system used) staff paper file kept in secure location | No | School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 7.5 & 8.11 |
| 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 staff | School staff | In accordance with retention schedule Point 7.5 |
| Staff | Staff files | X | X | Paper or electronic information management system | For employment purposes and legal purposes | Public task / Performance of a contract | HCC Employee Database; SIMs; paper file kept in secure location | No | School staff | School staff | In accordance with retention schedule Points 7.1 – 7.15 |
| Staff | Single Central Register | X | X | Computer file | For employment purposes and legal purposes | Legal obligation / Public task | Electronically held within school Cloud | No | School staff Governors | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Point 7.3 |
| Staff | Absence Data | X | X | Paper or electronic form | For employment purposes and legal purposes | Performance of a contract | HCC Employee Database; SIMs; paper file kept in secure location | Yes | School staff | School staff Agile (contractors) IT personnel maintaining IT | In accordance with retention schedule Points 7.7 – 7.9 |

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| | | | | | | | | | | systems | |
| Staff | Payroll Records and payslips | X | X | Paper and electronic forms | For employment purposes and legal purposes | Performance of a contract | HCC Employee Database within school SIMs | Yes | School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 7.6 |
| Staff | Staff pictures and images | X | | Digital pictures, camera | Employment, promotional | Public task / Consent | SIMs. Display Cloud storage | Yes | School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Point 7.4 |
| Staff | CCTV images | X | X | Digital systems | Safeguarding Security | Public Task | Electronic monitoring system | Yes | School staff HCC SLA Service Contractor; Police if requested via DP2 | School staff | In accordance with retention schedule Point 7.4 |
| Staff | Pecuniary Interest Form including conflicts | X | | Paper form | Governance | Performance of a contract | paper copies in file | No | School staff Governors | School staff; Chair of Governors; Gobs Clerk | In accordance with retention schedule Point 1.6 |

GOVERNORS

| 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? |
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| | | PD | SCD | | | | | | | | |
| Governors | Application Form name, date of birth, contact details, | X | X | Paper or online form completed by data subject and stored on (system used) | Governance | Public task / legal obligation | Database within school ; Paper copies retained in school | No | Chair of Governors; School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Points 1.3, 1.4 & 1.6 |
| Governors | DBS Checks | | X | Electronic forms | Governance / legal obligation | Public task / legal obligation | DBS number stored on SCR retained on electronic system within school | Yes | School staff | School staff Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Point 7.3 |
| 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 staff; Chair of Governors Gobs Clerk | School staff; Chair of Governors | In accordance with retention schedule Point 1.9 |
| Governors | Pecuniary Business Interest Forms including conflicts | X | | Paper Form | Governance | Public Task | Completed paper copy retained in school annually | Yes | School staff Gobs Clerk | School staff Gobs Clerk | In accordance with retention schedule |

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| | | | | | | | | | | | Point 1.15 |
| Governors | Election papers | X | | Paper Form | Governance | Public Task / legal obligation | Paper File | Yes | Clerk Governors Parents | Chair of Governors Clerk | In accordance with retention schedule Point 1.3 |
| Governors | Training Records | X | | Paper / Electronic Form | Governance | Public Task | Information retained by Govs Clerk | Yes | Chair of Governors School staff Clerk Governors | Chair of Governors Clerk School Agile (contractors) IT personnel maintaining IT systems | In accordance with retention schedule Point 1.2 |
| Governors | Meeting Attendance | X | | Paper Form / Electronic Form | Governance | Public Task / Legal obligation | Information retained by Govs Clerk | Yes | Govs Clerk Governors Trust | Chair of Governors Clerk School / Public Agile (contractors) IT personnel maintaining IT system | In accordance with retention schedule Point 1.2 |