

WHY do we process personal data?	WHOSE personal data do we process?	WHAT personal data do we process?	WHEN do we process personal data (incl. who do we share it with & how long do we keep it for)	WHERE do we process personal data?
<b>Pupil administration</b>	Current pupils	Personal: (name, home/work address, work/personal	Admission, transition & exclusion (LA, previous/next setting...) - *	<b>Manual</b>
Almost all data educational settings collect for work with children has some kind of safeguarding aspect to it from recruitment to attendance, but other reasons include to comply with legal duties e.g DfE census or to assess or manage: educational progress health and wellbeing emergency situations pupil security incl. bullying e.g. CCTV attendance early help	Former pupils	email, home/work/mobile telephone numbers,	On changes in personal circumstances (family breakdown, who can collect a child, moving house) - *	
	Prospective pupils	date of birth, class/year, emergency contacts, sexual	Regular monitoring for educational attainment *	(religious/work/personal references), visitor's books, pupil's sign in/out books, pupil's work, reports, personal plans, newsletters, data collection sheets, classroom safeguarding boxes, etc. kept on surfaces/walls/noticeboards/work trays, in cabinets, under lock and key, transported in bags/vehicles, hand-delivered, sent by post/ courier
	Parents/carers	orientation, ethnicity, nationality, first language,	Regular monitoring of health & wellbeing (received from/given to childcare providers, IHCPs/EHCPs, SEND Support Services, transport providers, activity providers) **	
	Siblings	country of birth, religion, gender identity, dietary needs,	Attendance (daily) and exclusion (periodically) - 3 years	<b>Electronic</b>
	Other family members/emergency contacts	mental characteristics like phobias, political	Financial management (visits, dinners, milk, fundraising, FSM, Pupil Premium, grants, fees, education quality marks, sponsors) - Date the pupil leaves plus 6 years	
	Childcare providers	affiliations, NI number, family circumstances e.g. drug or alcohol abuse...)	After accidents/incidents (emergency contact people, first	Electronic files, folders, scans, digital images & voice recordings stored on personal and work devices like computers, multi-function devices & printers, laptops, tablets, mobile phones, pen drives, & portable hard drives; and stored on networks, CCTV systems, intranets, in clouds, in email histories, in calendar items, on Virtual Learning Environments, on back-up servers or cloud back-ups; and passed on to others by email, on storage devices or via online secure service provider.
	Pupils from other schools e.g. joint trips, competitions etc.	Unique Pupil Reference Number (UPRN or UPN)	aiders, medical professionals, MAT, LA, HSE, insurers, third party providers for reporting or investigation like KAHSC, occupational therapist, DWP for Injury Benefits in later life etc.) ***	
	Complainants correspondents and enquirers	Safeguarding information (disclosures, concerns etc.)	Participating in public health programmes (reporting epidemics to Public Health England, school nurse, school dental screening, vaccinations, hearing/eyesight screening, mental health schemes) *	Through third party providers of online services (KAHSC/ Evolve/OEAP for visits; HSE/KAHSC/LA for accidents; CCC School Portal for insurance etc.; pupil/staff information management systems e.g. Scholarpack, SIMS, CPOMS; visitor management systems e.g. Inventry; assessment services e.g. Earwig, Seesaw; catering providers e.g. Lunchshop; app providers e.g. Class DOJO, Mathletics, My Maths, Show My Homework, fitness trackers; internet service providers; communication & payment systems e.g. Parent App, Parentmail/pay, School Money, Teachers2Parents)
	Work experience providers	Financial information (parents' bank details)	Auditing any aspect of provision (Ofsted, MAT, LA, auditors)	
	Healthcare providers (GP, asthma nurse, OT etc.)	Image & voice recordings	Receiving from/making referral to another agency e.g. the Police, educational psychology, Occupational Therapist, the LSCB	<b>Online</b>
	Local Authority workers (attendance, inclusion, SEND support, social care, specialist teaching advisory, peripatetic teachers, supply staff, education psychology, bereavement support, councillors,	IP address	Managing IT networks & safeguarding children e.g. blocking of sites and users; monitoring of IT use	
	Other professionals working with children like: speech therapist, counsellors, CAHMS, sports coaches school nurse	Health (IHCP, EHCP, health/incident/accident reports	When providing optional services or marketing for third parties e.g. school photographs, uniform shop, a local club	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)
	Barnardos & other third sector workers	Passport and EHICs on trips)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
	The Diocese	Biometrics: Fingerprints, retinal scans, DNA etc.	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	* Follows child onto next educational establishment ** Kept until the child's 31st birthday *** 3 years after the last entry in the accident book, or date of injury plus three years for accidents reported to RIDDOR
	The MAT	SEND needs	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
	Contractors (supply, cleaners, caterers, activity providers, transport providers)	Educational attainment (EYFS, SATS, GCSEs etc.)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	Remote access by personnel to school internal e-systems, email and online data repositories (like Evolve) from home or another workplace.
	Other educational settings (PRUs, alternative providers)	Legal documents (tribunal, court order, claims, appeals)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
	Apprenticeship and training organisations	Behavioural data (BMPs etc.)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	<b>Published</b>
	The suitability of staff/visitors to have contact with children	Historical information (old addresses, previous school, past reports etc.)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
	The driving credentials of volunteers who drive for school	Entitlements (to pupil premium, free school meals, 30 hours childcare provision, free school milk etc.)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	Images and stories on websites and in newsletters; media accounts of events (radio, TV, print & online incl. social media); marketing materials (prospectus, website, leaflets, banners); Friends of/PTA merchandise.
		CRB/DBS information (of contractors, coaches etc.)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
		PTA/FO... (contact details, election information etc.)	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
		Pupils' destinations on leaving	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
		Details of pupils' routes to school e.g. bus services used	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	
		The minutes of meetings or briefing notes about children	When requesting tailored support for a child with SEND (even without any personal information given, describing their needs may very easily identify them in a small community)	