

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>Staff administration</b>	Current staff, governors and volunteers	Personal: (name, home/work address, work/personal	On recruitment, when vetting and on leaving employment *	<b>Manual</b>
Statutory requirements (census, DBS etc.)	Former staff, governors and volunteers	email, home/work/mobile telephone numbers,	On changes in personal circumstances (moving home, new job etc.) *	Papers, files, folders, application & other forms, registers,
Recruitment & vetting	Prospective staff, governors and volunteers	date of birth, emergency contacts,	For sickness, attendance & claiming on insurance	faxes, certificates (birth/education/training), references
Competence assessment	Previous employers and reference providers	ethnicity, nationality, country of birth, religion, gender	Induction & regular monitoring for career progression *	e.g. religious/work/personal, visitor's books, lists, personal
Career progression	Current, former and prospective trainees on placement	identity, languages, dietary needs, mental characteristics	Regular monitoring of health & wellbeing (for work-related stress, *	emergency evacuation plans, reports (health, performance,
Manage training needs	Next of kin	like phobias, marital status, details of dependants,	for contact with communicable diseases & substances; on return	pupil, audit), newsletters, classroom safeguarding boxes, pay
Manage health & wellbeing	Childcare providers	education & employment history, CVs, signature/	to work, if employees have serious health conditions)	slips, contracts, declarations e.g. staff suitability, interview
Monitor attendance & sickness	Healthcare providers (GP, Occupational Therapist etc.)	e-signature, criminal convictions/soft information,	Provided to transport, activity and other third party providers	notes, risk assessments, photographs/video on display etc.,
Personal & workplace security (CCTV,	Complainants, correspondents and enquirers	political affiliations, union membership, NI number)	for procurement and emergency reasons. *	staff sign-in or Who's Who board etc. that are kept:
location devices, IT monitoring)	Headspace & other third sector workers	Staff ID number, payroll number, PAYE reference	Financial management (Pay, tax, benefits, pension, student loan	in the setting, in another setting or in the homes of staff, on
Payroll, tax, benefits/other entitlement,	The Diocese (census, pay, audit)	Safeguarding information (in disclosures, concerns etc.)	deductions, fundraising, grants, fees, trips, dinners, education	display inside or outside the setting e.g. on surfaces/walls/
and pension administration	The MAT or other partner educational settings	Financial information e.g. bank, salary etc. details	quality marks, sponsors) *	banners/noticeboards/printer trays, or left in work trays, in
Site administration e.g. access, parking	Contractors ( agencies & individuals for supply, cleaners,	Immigration information e.g. Permit to Work	After accidents/incidents (emergency contact people, first	drawers/cabinets, under lock and key, transported in bags/
Safeguarding reasons	caterers, activity providers, transport providers).	Image & voice recordings	aiders, medical professionals, MAT, LA, HSE, insurers, third party	vehicles, hand-delivered, sent by post/courier
	Employer and Public Liability Insurance details of providers and contractors.	IP address Health/incident/accident/return to work reports	providers for reporting or investigation like KAHSC, occupational therapist, DWP for Injury Benefits etc.) **	<b>Electronic</b>
	Other educational settings (PRUs, alternative providers)	Passport and EHCs for ID and trips	To develop cascade emergency information systems (parents &	Electronic files like the Single Central Record, personnel
	Apprenticeship and training organisations		trips, SLT & fire/flood etc.) and manage evacuations.	folders, scans, digital images & voice recordings etc. can be
	Local Authority workers (attendance, inclusion, SEND support, social care, specialist teaching advisory, peripatetic teachers, supply staff, education psychology, bereavement support, councillors, Governor Services, Corporate H&S)	Performance/career progression data & CPD Legal documents (tribunal, court order, claims, appeals)	To support public health programmes (reporting epidemics to Public Health England, details about class teachers given to school nurse, dental, vaccinations screening etc. mental health schemes) When providing CPS & other training & career development.	stored on personal and work devices like computers, multi-
	Other professionals working with children like: speech therapist, counsellors, CAHMS, sports coaches	CRB/DBS information Teacher reference number, candidate number (from courses), student ID number (apprentices)	Auditing any aspect of provision (Ofsted, MAT, LA, auditors) Receiving from/making referral to another agency e.g. the Police, educational psychology, Occupational Therapist, the LSCB	function devices & printers, laptops, tablets, other types of PDA, mobile phones, pen drives, & portable hard drives which can be found in the setting, in another setting or in the homes of staff or volunteers;
	school nurse	Driving licence, motor insurance & car registration Complaints or disciplinary information	Managing IT networks & safeguarding children e.g. blocking of sites and users, monitoring of IT use  When providing optional services or marketing for third parties e.g. the Book People etc. * Date of leaving plus 6 years (for unsuccessful candidates at recruitment, files are securely disposed of after 6 months) ** Date of incident plus 3 years	Can also be 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 providers.
				<b>Online</b>
				Through third party providers of online services (KAHSC/ Evolve/OEAP (for visits); HSE/KAHSC/LA (for accidents); CCC School Portal (for insurance etc.); on pupil/staff information management systems e.g. Scholarpack, SIMS, CPOMS; with HR providers & similar systems e.g. Capita, Teacher Pensions Online, National College of Teaching and Learning (Teacher Prohibition checks), DBS registered bodies, staff absence insurers; with HMRC/DWP; on budget management systems e.g. Oriovia, PSFinancials; on visitor management systems e.g. Inventory; with catering providers e.g. Natiowide Retail Systems, Lunchshop, Orian, Dolce; Catholic Education Service (online census etc.); Edubase & S25 (DFE); with app providers e.g. Class DOJQ, Mathletics, My Maths, Show My Homework, fitness trackers; internet service providers; communication & payment systems e.g. Parent App, Parentmail/pay, School Money, Teachers2Parents.... Remote access by personnel to the setting's internal e-systems, email and online data repositories (like Evolve) from home, another workplace or in a public place.
				<b>Published</b>
				Images and stories on the setting and other 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.