

Asset title	Key asset	Activity status	Purpose description	Data source	Personal data	Special categories of personal data	Consent sought?
Attendance Registers	Yes	Ongoing	Legal requirement to record attendance		Yes	No	No
FMS Central Payment Reconciliation (CF Rec)	Yes	Ongoing	Analysis of the school's income and expenditure of services		Yes	No	No
FMS Staffing Reconciliation (CF Rec)	Yes	Ongoing	Analysis of the school's expenditure on staffing		Yes	No	No
FMS Monthly VAT Return	Yes	Ongoing	Analysis of the school's monthly expenditure and its taxable return		Yes	No	No
FMS Annual budget	Yes	Ongoing	All records relating to the creation and management of annual budget including background papers		No	No	No
FMS Supplier contracts	Yes	Ongoing	Contracts with third party suppliers including operating licences with suppliers.		No	No	No
FMS Invoices, receipts, order books and requisitions, delivery notices	Yes	Ongoing	All paperwork relating to expenditure of school budget		No	No	No
Governors Agendas	Yes	Ongoing	Detail potential discussion at meetings		No	No	No
Governors Annual Report	Yes	Ongoing	Education (Governor's Annual Reports) Regulations 2002 SI 2002 No 1171		No	No	No
Governors Complaints records	No	Ongoing	Records relating to complaints dealt with by the Governing Body		Yes	Yes	
Governors Minutes	Yes	Ongoing	Record of meetings		No	No	No

Governors Minutes (Confidential)	Yes	Ongoing	Record of meeting dealing with confidential issues		Yes	Yes	
HR Accident Report - adults	Yes	Ongoing	Record of any incident where an adult (staff or visitor) sustained an injury on the school site.		Yes	No	Yes
HR Accident Report - pupils	Yes	Ongoing	Record of any incident where any pupil sustained an injury on the school site.		Yes	No	
HR Application Form - successful candidate	Yes	Ongoing	As part of recruitment process. Relevant data transferred to personnel record	Staff member	Yes	Yes	
HR Application Form - unsuccessful candidate	No	Ongoing	As part of recruitment process	Staff member	Yes	Yes	
HR Single Central Record	Yes	Ongoing	Record of staff, volunteers' and contractors' DBS checks to enable them to work in school.	Business Manager	Yes	No	
HR DBS Checks	Yes	Ongoing	Record of staff, volunteers', contractors' DBS number	Staff member	Yes	Yes	
HR Maternity Application Record	Yes	Ongoing	Staff application for maternity leave		Yes	Yes	
HR Proof of identity	Yes	Ongoing	Proof of identity from two pieces of evidence as stated on DBS guidance	Staff member	Yes	No	
HR Proof of right to work	Yes	Ongoing	Proof of a new staff member's right to work in UK e.g. national insurance card or birth certificate	Staff member	Yes	No	
HR References	Yes	Ongoing	References gained as part of recruitment process		Yes	No	

HR Staff Absence Reports	Yes	Ongoing	Reports of staff absence returns to LA	Business Manager	Yes	Yes	
HR Staff sick notes	Yes	Ongoing	Proof of absence from work from medical professional	Medical Professional			
HR Staff Appraisals	Yes	Ongoing	Record and review professional development targets for individual staff	Headteacher	Yes	No	

Consent meets standards of the GPDR?	Sensitive processing conditions	Describe the needs for sensitive processing	Legal processing conditions	Describe the need for legal processing	Asset Officer	Storage location
	N/A	N/A	Legitimate interests	For use on pupils' records	Headteacher	SchPk
	N/A	N/A	Compliance with a legal obligation	Legally required to account for public money	Business Manager	FMS
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	N/A	N/A	Compliance with a legal obligation	Legally required to account for public money	Headteacher	FMS
	N/A	N/A	Performance of a contract	Legally required to account for public money	Business Manager	Business Manager Drive
	N/A	N/A	Compliance with a legal obligation	Legally required to account for public money	Business Manager	FMS
	N/A	N/A	Compliance with a legal obligation	Publication of record	Chair of Governors	
	Substantial public interest	N/A	Compliance with a legal obligation	Publication of record	Chair of Governors	
	Legal claims or judicial capacity	Sensitive personal details of pupils or staff	Performance of a task carried out in the public interest		Chair of Governors	
	N/A	N/A	Compliance with a legal obligation		Chair of Governors	

	Legal claims or judicial capacity	Sensitive personal details of pupils or staff	Compliance with a legal obligation		Chair of Governors	
Yes			Multiple processing requirements apply	In the event of a claim being made	Headteacher	Red/H&S/HS2
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	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Multiple processing requirements apply	Employment Law	Headteacher	Personnel File
	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Multiple processing requirements apply	Employment Law	Headteacher	Business Manager Drive
	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Compliance with a legal obligation	Safeguarding Law	Headteacher	Red/Admin/Central Record
	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Compliance with a legal obligation	Safeguarding Law	Headteacher	Personnel File
	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Compliance with a legal obligation	Employment Law	Business Manager	Personnel File
	Obligations under employment, social security or social protection law, or a collective agreement		Compliance with a legal obligation	Employment Law	Business Manager	Personnel File
	Obligations under employment, social security or social protection law, or a collective agreement		Compliance with a legal obligation	Employment Law	Business Manager	Personnel File
	Obligations under employment, social security or social protection law, or a collective agreement		Compliance with a legal obligation	Employment Law	Headteacher	Personnel File

	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Compliance with a legal obligation	Employment Law	Business Manager	SIMS
	Obligations under employment, social security or social protection law, or a collective agreement	Sensitive personal details of staff	Compliance with a legal obligation	Employment Law	Business Manager	Personnel File
	Obligations under employment, social security or social protection law, or a collective agreement	Staff appraisal targets are confidential	Compliance with a legal obligation	Teachers Standards require annual appraisal	Headteacher	Headteacher Drive

Retainment period	Access	Public domain	Published location	Disposal required	Disposal method	Date of disposal
current +6 yrs		No		Secure disposal		
current +7 yrs		No		Secure disposal		
current +7 yrs		No		Secure disposal		
current +7 yrs		No		Secure disposal		
Life of budget +3 yrs (3yr rolling budget plan)		No		Secure disposal		
End of contract +12 yrs		No		Secure disposal		
current +5 yrs		No		Secure disposal		
PERMANENT		Yes		Standard disposal		
PERMANENT		Yes		Standard disposal		
Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes		No		Secure disposal		
PERMANENT		Yes				

Date of meeting +3 years		No		Secure disposal		
Date of incident +6 years		No		Secure disposal		
Date of incident +6 years		No		Secure disposal		
Termination + 5years		No		Secure disposal		
Date of appointment +6 months		No		Secure disposal		
		No		Secure disposal		
Date of successful candidate +6 months		No		Secure disposal		
Termination + 5years		No		Secure disposal		
Termination + 5years		No		Secure disposal		
Termination + 5years		No		Secure disposal		
Termination + 5years		No		Secure disposal		

Termination + 5years		No		Secure disposal		
Termination + 5years		No		Secure disposal		
Life of plan +5 years		No		Secure disposal		

Number of key assets
31

Number with ongoing data collection being undertaken
33

**Number with data
collection to be
undertaken in the
future**

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