



Data Mapping for Bartley CE Junior 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. (eg. 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?
		PD	SC								
Pupils	Pupil Admission Forms including Pupils name, DOB, Address, telephone numbers, email addresses, contact details, parent details, SEND details, previous education history, medical details, ethnicity, sex, religion	X	X	Paper form completed by parent and on SIMS	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Paper copy locked away	Yes (residential/trips)	Relevant school personnel and agencies if necessary	. Admin Staff . School Leader . Class Teacher . External IT personnel maintaining IT systems. . Cloud storage	In accordance with retention schedule
Pupils	Pupil Records	X	X	Paper and on SIMS	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Paper copy locked away	Yes	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	. Admin Staff . School Leader . Class Teacher . External IT personnel maintaining IT systems. . Cloud storage	In accordance with retention schedule
Pupils	Emergency Contact Details	X		Paper form completed by parent and on SIMS	To administer pupil education and welfare	Public Task	SIMS Paper copy	Yes This would go out on school trips etc.	Relevant school personnel	. Admin Staff . School Leader . Class Teacher . ASC staff	In accordance with retention schedule
Pupils	Permission Slips	X		From parent - paper or electronic	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy locked away Electronic form	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 and on SIMS	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	SIMS Paper copy locked away Electronic	Yes	Local Authority DfE	. School Leaders . Admin staff . Class teacher	In accordance with retention schedule
Pupils	Assessment Data	X		Paper form and on SIMS	To administer pupil education and welfare	Legal Obligation / Public Task	SIMS Paper copy locked away	Yes	Local Authority DfE	. School Leaders . Admin staff . Class teacher	In accordance with retention schedule
Pupils	SEND Information		X	Paper form and on SIMS Electronic	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy locked away SIMS Electronic	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	CCTV Images	X		Electronically	Security/Safety measures	Public Task	Electronically System: QVIS	No	Security Company Police if requested via DP2	School Staff with relevant permissions	In accordance with retention schedule. Also

											system rewrites after 7 days
Pupils	Pictures	X		Schools Digital equipment School photographer	Identification Displays Publications Social Media Website	Consent for publication Public Tasks for identification	Paper SIMS Cloud storage Display boards Electronic	Yes	Public	. School Staff . Public	In accordance with retention schedule
Pupils	Attendance Data	X		Paper registers 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	To administer pupil education and welfare	Public Task	Display boards Paper records Cloud storage	Yes	School Staff Parents	School Staff	In accordance with 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		Paper Electronically	To administer pupil education and welfare	Public Task	Paper Electronically	No	Admin Staff Class teacher Kitchen/Lunchtime Staff	School Staff Kitchen/Lunch time staff	In accordance with retention schedule
Pupils	EHC Plans		X	Paper Electronically Agencies	To administer pupil education and welfare	Legal Obligation / Public Task	Electronically and paper form. CPOMS	No	School Staff Local Authority Children's Services	School leaders DSL SENCO Team Class 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	Yes	Agent running trip e.g. PGL School Staff	School Staff	In accordance with retention schedule
Pupils	Child Protection Files		X	Paper Electronically Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper Electronically School Database CPOMS	No	Local Authority Police if applicable Feeder schools	School leaders DSL Class teacher Admin staff	In accordance with retention schedule
Pupils	Administration of Medicine	X	X (medical)	Paper record completed by parent/staff Electronically	To administer pupil education and welfare	Public task	Paper records	No	School Staff School nursing	School Staff	In accordance with 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	School leaders DSL SENCO Team Class Teacher	In accordance with retention schedule
Parents	Any details regarding parents	X		Paper record Electronically	To administer pupil education and welfare	Public task	Paper records Electronically CPOMS	No	School staff	School staff	In accordance with retention schedule

Visitor / Volunteer / Contractor

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								
Visitor	Visitor Signing system	X		Electronic	Safeguarding Emergency evacuation	Public Task	Reception	No	Admin Staff	Admin Staff	In accordance with retention schedule
Visitor / Volunteer / Contractor	DBS Checks	X	X	Electronic forms	Safeguarding	Legal obligation / Public Task /vital interests	DBS number stored paper record	Yes	School staff DBS Processor HCC	School leaders 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, DOB, Address, telephone numbers, email addresses, contact details, next of kin details, bank details, NI numbers, medical details, previous education history, previous employment details, references, ethnicity, sex, religion	X	X	Paper form Electronically	For employment purposes	Performance of a contract	SIMS/IBC Paper copy locked away	No	School Leader SBM Admin with HR responsibility	School Leader SBM Admin with HR responsibility	In accordance with retention schedule
Staff	Absence Data	X	X (if contains Medical)	Paper form Electronically	For employment purposes	Performance of a contract	SIMS/ IBC Paper copy locked away	No	School Leader Occ Health SBM	School Leader SBM Admin with HR responsibility Occ Health	In accordance with retention schedule
Staff	Pre-employment Checks	X		Paper form Electronically	For employment purposes	Performance of a contract	SIMS/ IBC Paper copy locked away	No	School Leader SBM Occ Health	School Leader SBM 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	IBC DBS number stored on paper record	Yes	School leader SBM DBS Processor (Tracey Parrott and Jackie Webber)	School Leader SBM 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 file kept in secure location	No	School Leader	School Leader SBM 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	SIMS/ IBC Staff record file kept in secure location	No	School Leader SBM Admin with HR responsibility	School Leader SBM 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	SIMS/ IBC Staff paper file kept in secure location	Yes	School Leader SBM Admin with HR responsibility	School Leader SBM 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 record file kept in a secure location	Yes	School Leader SBM Admin with HR responsibility Occ Health	School Leader SBM Admin with HR responsibility Occ Health	In accordance with retention schedule
Staff	Performance management records	X		Paper Electronically	For employment purposes and legal purposes	Public task / Performance of a contract	Cloud storage and staff record file kept in a secure location	No	School Leader SBM Admin with HR responsibility	School Leader SBM Admin with HR responsibility	In accordance with retention schedule

Staff	Lesson observations	X		Paper Electronically	For employment purposes and legal purposes	Public task / Performance of a contract	Cloud storage Staff record file kept in secure location	No	School Leader SBM Admin with HR responsibility	School Leader SBM Admin with HR responsibility	In accordance with retention schedule
Staff	Staff files	X	X (potentially If medical)	Paper Cloud storage Electronically	For employment purposes and legal purposes	Public task / Performance of a contract	SIMS/IBC Staff record file kept in secure location	No	School Leader SBM Admin with HR responsibility	School Leader SBM Admin with HR responsibility	In accordance with retention schedule
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	Cloud storage Paper copy kept in secure location	No	School Leader SBM Admin with HR responsibility Safeguarding governor	School Leader SBM Admin with HR responsibility Safeguarding governor	In accordance with retention schedule
Staff	Absence Data	X		Paper Electronically	For employment purposes and legal purposes	Performance of a contract	IBC Cloud storage staff record file kept in secure location	Yes	School Leader SBM Admin with HR responsibility	School Leader SBM Admin with HR responsibility	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Paper Electronically	For employment purposes and legal purposes	Performance of a contract	IBC and paper reconciliations kept in secure location	Yes	School Leader SBM Admin with HR responsibility	School Leader SBM Admin with HR responsibility	In accordance with retention schedule
Staff	Staff pictures and images	X		Cloud storage Camera	Employment, promotional	Public task / Consent (depending on how and where used)	Website SIMS Social Media	Yes	School Leader Staff Admin	School Leader Staff Admin	In accordance with retention schedule
Staff	CCTV images	X	X	Digital systems	Safeguarding Security Safety	Public Task	Third party software School server	Yes	School Leader Authorised admin personnel Third party provider Police (official request)	School leader Authorised admin staff Third party provider	In accordance with retention schedule Also system overwrites itself
Staff	Business Interest Forms including conflicts	X		Paper form	Governance	Performance of a contract	School drive, paper copies in file	No	School Leader Governors	School Leaders Clerk of govts Admin Staff Chair of Govs	In accordance with retention schedule

Governor											
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								
Governors	Application Form Name, DOB, contact details,	X		Paper or online form completed by data subject	Governance	Public task / legal obligation	Database within school Clerks computer Paper files in school	No	Relevant school personnel Governor Services Clerk, Chair and Vice	Admin Staff School Leader School governors	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored on single central register	Yes	DBS Processor (Tracey Parrott and Jackie Webber)	Results shared with school	In accordance with retention schedule
Governors / Parent / Staff / Pupil	Complaints	X		Complaints Procedure – in writing	To deal with complaints	Public Task / legal obligation	Paper file in school	No	School Leader Clerk Governors	Chair of Governors	In accordance with retention schedule
Governors	Business Interest Forms	X		Paper Form	Governance	Public Task	Website School database Clerks computer Paper	Yes	School Leader Clerk Governors	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 Electronically	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 Website	Yes	School Leader Clerk Governors	Chair of Governors Clerk School Public	In accordance with retention schedule

Third Party Provider											
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								
Harrap IT	Staff name and role Pupil name and class	X		Spreadsheet annually	Governance / maintain school databases / legal obligation	Public task / legal obligation	Database within school Harrap server	Yes Harrap IT	Relevant school personnel Harrap IT personnel	Admin Staff School Leader Harrap IT	In accordance with retention schedule
Parentmail	Parent contact details Inc. Email and telephone numbers Child names and classes Staff names, email and telephone numbers.	X		Parent activation via forms	To communicate to the school community / legal obligation	Public Task / legal obligation	Paper consent file in school. Details stored on Parentmail system	Yes Parentmail Portal	Admin Team	Admin Team	In accordance with retention schedule
Micro Librarian	Child's Name, Class and Year Group	X		SIMS annual update	To administer pupil education	To administer pupil education	Electronically on Micro Librarian	Yes Micro Librarian Portal	School staff	School Staff	In accordance with retention schedule
Mathletics	Names and Class info	X		Spreadsheet annually	Recording children's math progress and to improve Maths	Public Task / Legal obligation	Electronically on Mathletics	Yes Mathletics Portal	School Leader Clerk Governors	Chair of Governors Clerk School Public	In accordance with retention schedule
SIMS	Parent contact details Inc. Email All child data Staff names, email, contact details	X	X	Parent activation via forms	Legal obligation / To administer pupil education / Safeguarding	Public Task / legal obligation / To administer pupil education	Electronically stored on SIMs Server	Yes SIMs portal	All Staff: Levels of access restricted as appropriate Feeder schools	All Staff: Levels of access restricted as appropriate	In accordance with retention schedule
Entry Signs	Visitor/Parent/Child basic details	X		Electronic	Safeguarding Emergency evacuation Legal obligation Public Task	Public Task	Electronically on Entry Sign system (on school server)	No	Admin Staff	Admin Staff	In accordance with retention schedule
CPoms	Parent contact details Inc. Email Childs full details Staff names, school email	X	X	Parent activation via forms	Legal obligation / To administer pupil education / Safeguarding	Public Task / legal obligation / To administer pupil education	Details imported from SIMs. Stored on CPoms Server	Yes CPoms portal	All Staff: Levels of access restricted as appropriate Feeder schools	All Staff: Levels of access restricted as appropriate	In accordance with retention schedule
Tucasi	Parent contact details Inc. Email Child names and classes Staff names, email	X	X	Parent activation via forms	Legal obligation / To administer pupil education	Public Task / legal obligation / To administer pupil education	Paper consent file in school. Details stored on Tucasi system Parents opt to use online payments	Yes Tucasi portal	Admin Team Teaching Staff: Dinner Module	Admin Team Teaching Staff: Dinner Module	In accordance with retention schedule
SAP	Staff details regarding pay, contractual and personal data	X	X	Starter Forms/application	Legal obligation	Legal Obligation	SAP Server	Yes	Admin Team SBM SLT HCC	HCC SBM SLT Admin with restricted access	In accordance with retention schedule