Pre admission
DLM001
ECC – email notification via E-Switch for numbers
DLM002
RM Unify DLM033
Purple Mash DLM035
Spellodrome DLM037
Time Table Rockstars DLM038
Test base DLM039
Language nut DLM042
After children leave, accounts are deleted after retention period
Library DLM034
My Maths DLM036
Websites that use personal data – 3rd parties
Dojo's DLM040
Paper Cut DLM041
Planet Sherston DLM043
Pupil details: Name, DOB , Address, Last school, Yr group, Parents name, Parents contact number
ECC – E=switch populated numbers
Photo/videos used in school stored until unneeded or retention period is up DLM049
ECC and S2S– place offers and acceptance
DLM061
Photos/ videos – agreement forms to take photos. DLM049
Reception Allocation Excel (P/w Protected)
DLM004
Photo company meets GDPRS guidelines
DLM049
Data transferred via CTF using school to school system
Admission
DLM005
Moved school, files kept for retention period DLM010
Paper forms from parents
DLM005
Pupils files in office access to all admin and teachers DLM010
Pupil details: Name, DOB , Address, Last school, Yr group, Parents name, Parents contact number, health,
Emergency contact list for reception desk – all staff available to access DLM009
Entered onto SIMS
DLM006
Attendance, contact details, medical, all pupil data. Access only for HT, DH, SENCO, Admin team and Family and social worker
Forms filed in pupil files- Kept for retention period
DLM007
Class lists made by office, DH SENCO for Teachers DLM011
Children leave half way, documents passed onto relevant school
Year 7 Allocation Excel (P/w Protected) DLM008
Class list: Names, DOB, PP, SEN, ASSESSMENTS, Health plans, swimming registers, Club registers
Documents are shredded after retention period
Year 6 leaving at end of year, documents passed onto relevant secondary schools
Swimming register given to the Harlow Leisure Centre DLM012
Club registers made and given to teacher running the club DLM014
Data collected with no personal details on performance of swimming put on the website DLM013
Registers given to the PE coordinators DLM012
Data on swimming is kept and handed to teacher at end of the term DLM013
Lists updated and stored away weekly DLM014
Files are kept for retention period and then destroyed
Data put on website and towards Kite Mark System – no personal details DLM015
Data collected with no personal details on performance in clubs DLM015
Teacher at end of club to give to PE coordinator DLM015
Social Care/Family solutions DLM025
Missing in Education (MECES) DLM024
Essex County Council (ECC) DLM023
ED Psychologists DLM022
Child and adolescent mental health service (CAMHS) DLM021
Child development (CDC) DLM020
SENCAN DLM019
Statutory assessment service (SAS) DLM018
National Health Service (NHS) DLM017
EGRESS Switch DLM016
IM and FSW, CP work on the following areas:
Data shared with parents if applicable
Data publishes on website
Data only is reported to governors, no personal details are passed on. All data
Data destroyed appropriately after
If applicable, data is passed onto teachers and DHT and HT
Online safety
Safeguarding team:
Other member of staff
DFE secure access DLM060
Ficsher Family Trust Pupil performance data DLM065
KtS Key to Success DLM062
Attendance records DLM064
Reports DLM063
Welfare DLM044
Safeguarding referrals DLM045
Behaviour records DLM046
Pupil Progress DLM026
Class progress DLM026
HT/CEO and DH work on the following areas:
Class teacher
Targets set to support children in personal areas per child DLM026
Assessments DLM026
SLT and MLT use assessments to set targets DLM026
Linked to a database for the school DLM026
Data kept until end of retention period DLM026
Databases scores use to reflect school in data reports and Governor Reports, no personal data shown DLM026
Data destroyed, online copies and any paper copies
Hip Hop – Dance DLM028
Amy – Music DLM029
Luke – Sports DLM031
Outside agencies linked to school following GDPR – see own company for data flow map
Sam – Drama DLM030
Becky and Amy – Olive Branch Art DLM032
Trip letters, Sports letters, permission slips DLM027
Slips returned and Teacher to keep for duration of trip DLM027
Data kept for retention period and then deleted from online sources. Letters destroyed after use.
Emails out on information
Data kept on who has gone and when DLM027