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Data Held	Data Source	Legal Reason for Processing	Who has access to the Data?	Is the Data Shared?(external to the school)	IF THE DATA IS SHARED (external to the school), who is it shared with?	IF THE DATA IS SHARED (external to the school), what is the Legal Reason for Processing?	IF THE DATA IS SHARED (external to the school), where is the Data Stored?
List exactly what is held, piece by piece: e.g. Name, Date of Birth, Medical Information, PAYE details, phone numbers etc.	List where the information has come from: e.g. provided by parent, provided by previous school	What is the justification for you holding and using this information? e.g. consent, statutory requirement, contract	List who has access to the data: e.g. the School receptionist, the Head of the School, your HR/payroll providers etc.	Please select Yes or No from the dropdown box below	Name of Organisation, System or Service that information is shared with: e.g. SIMS, EPS, Class Dojo, Child's new school, Parent Pay etc.	What is the justification for you sharing this information? e.g. consent, statutory requirement, contract	List where the information is stored: e.g. in paper form, on school's server, on server in different country
Name	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, Welearn365, Spag.com, Abacus, NHS, OT,SALT, Warwickshire MASH, Health Visitor, Tapestry, Evolve, B/A school club, After school activities, Nursery	Public Task	https://tapestry.info/privacy/ https://www.spag.com/Content/SPAG-DPP-GDPR-Compliant.pdf http://edufocus.co.uk/gdpr https://secure.otrack.co.uk/PrivacyPolicy.aspx https://optimotrack.co.uk/otrack-and-gdpr/
Date of Birth	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, Welearn365, Spag.com, Abacus, NHS, OT,SALT, Warwickshire MASH, Health Visitor, Tapestry, Evolve, B/A school club, After school activities, Nursery	Public Task	https://tapestry.info/privacy/ https://www.spag.com/Content/SPAG-DPP-GDPR-Compliant.pdf http://edufocus.co.uk/gdpr https://secure.otrack.co.uk/PrivacyPolicy.aspx https://optimotrack.co.uk/otrack-and-gdpr/
Gender	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, Welearn365, Spag.com, Abacus, NHS, OT,SALT, Warwickshire MASH, Health Visitor, Tapestry, Evolve, B/A school club, After school activities, Nursery	Public Task	https://tapestry.info/privacy/ https://www.spag.com/Content/SPAG-DPP-GDPR-Compliant.pdf http://edufocus.co.uk/gdpr https://secure.otrack.co.uk/PrivacyPolicy.aspx https://optimotrack.co.uk/otrack-and-gdpr/
Address(es)	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	N/A	N/A
Mother/Father Priority Contact Name, telephone numbers and email address	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	N/A	Public Task	
Family Links (Siblings)	Parent		Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	N/A	Public Task	
Emergency Contact Name, telephone numbers and email address	Parent	Vital Interests	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	N/A	N/A
Class (and previous classes)	School	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, Welearn365, Spag.com, Abacus, NHS, OT,SALT, Warwickshire MASH, Health Visitor, Tapestry, Evolve, B/A school club, After school activities, Nursery	Public Task	https://tapestry.info/privacy/ https://www.spag.com/Content/SPAG-DPP-GDPR-Compliant.pdf http://edufocus.co.uk/gdpr https://secure.otrack.co.uk/PrivacyPolicy.aspx https://optimotrack.co.uk/otrack-and-gdpr/
Teacher (and previous teachers)	School	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, Welearn365, Spag.com, Abacus, NHS, OT,SALT, Warwickshire MASH, Health Visitor, Tapestry, Evolve, B/A school club, After school activities, Nursery	Public Task	https://tapestry.info/privacy/ https://www.spag.com/Content/SPAG-DPP-GDPR-Compliant.pdf http://edufocus.co.uk/gdpr https://secure.otrack.co.uk/PrivacyPolicy.aspx https://optimotrack.co.uk/otrack-and-gdpr/
Special Educational Needs	Parent/Previous School	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, NHS, OT,SALT, WMASH, Health visitor, Kim Ballard, New school	Public Task; Legal Obligation	
Free School Meal/Pupil Premium Eligibility	Previous School/Free School Meals Service	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, Local Authority for Pupil Premium funding	Public Task; Legal Obligation	

UPN	School/Previous School	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack, New school	Public Task; Legal Obligation	
Admission Date	School	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	Otrack	Public Task; Legal Obligation	
Previous School(s)	Previous School	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Attendance	School/Previous School	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - R/W	Yes	OTrack,	Public Task; Legal Obligation	
Dietary Needs	Parent	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	N/A	Public Task; Legal Obligation	
Medical Needs	Parent	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Medical Practice	Parent	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Ethnicity	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	OTrack	Public Task; Legal Obligation	
First Language	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	Local Authority	Public Task; Legal Obligation	N/A
Religion	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Traveller Status	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Country of birth	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Home Language	Parent	Legal Obligation	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
School Meals Choice	Parent	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	Yes	Local Authority/Census	Public Task; Legal Obligation	
Modes of Travel to School	Parent	Public Task	Office Staff - R/W; Headteachers -R/W; teachers and teaching assistants - Read Only	No	N/A	Public Task; Legal Obligation	N/A
Awards (Headteacher's Award, Handwriting, Ambassador of Learning)	Teacher	Public Task	Office Staff - R/W; Headteachers -R/W; teachers -R/W	No	N/A	Public Task; Legal Obligation	N/A
Exclusion	School/Previous School	Legal Obligation	Office Staff - R/W; Headteachers -R/W	Yes	Warwickshire LA	Public Task; Legal Obligation	N/A
Early Help documentation	School/Previous School, Early Help, MASH, COMPASS	Legal Obligation	CAH, VF, VS, HC	Yes	MASH, Early Help, Compass, Child's New School	Public Task; Legal Obligation	N/A
Safeguarding Forms	School/Previous School, MASH	Legal Obligation	CAH, VF, GR, HY, CH, HC, VS	Yes	MASH, Early Help, Child's New School	Public Task; Legal Obligation	N/A
Assessment Information	School/Previous School	Legal Obligation	Teachers	Yes	Otrack, Warwickshire LA, STA	Public Task; Legal Obligation	N/A
Child Looked After	Previous School/Parent	Legal Obligation	LAC Teacher, teacher	Yes	Child's Home Local Authority	Public Task; Legal Obligation	N/A
Service Children	Parent	Legal Obligation	Headteachers	Yes	LA for Pupil Premium funding	Public Task; Legal Obligation	N/A