

GOVERNING BODY - TLR								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Agenda for GB meetings	Possible DP issues when dealing with confidential issues relating to staff ¹ .	<i>Individuals names</i>	<i>Sexual orientation Trade Union mem Disability Health</i>	<i>DBS notification of a conviction</i>	Both 1 copy retained with the master set of minutes, all other copies disposed of	Clerk of Govs	Governors SMT	
Minutes of GB Meeting	Possible DP issues when dealing with confidential issues relating to staff.							
Principle set of minutes (signed)	Possible DP issues when dealing with confidential issues relating to staff.				Stored securely (or offered to County Archive services)			
Inspection copies²	Possible DP issues when dealing with confidential issues relating to staff.				Stored from date of meeting +3years			
Reports presented to the Governing Body	Possible DP issues when dealing with confidential issues relating to staff.				Stored for a minimum of 6 years unless report refers directly to an individual, then kept permanently			

¹ Staff to mean all adults either employed or on a voluntary basis working in the school

² These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

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		PERSONAL	SPECIAL	CRIMINAL				
Instruments of Government including Articles of Association	No							
Trusts and Endowments managed by the Governing Body	No							
Action plans created and administered by the Governing Body	No							
Policy documents created and administered by the Governing Body	No							
Records relating to complaints dealt with by the Governing Body	Yes							

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		PERSONAL	SPECIAL	CRIMINAL				
Proposals re change of status of a maintained school including Specialist Status Schools and Academies	No							

HEAD TEACHER AND SENIOR MANAGEMENT TEAM - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Log books of activity in the school maintained by the Ht	Possible DP issues if log book refers to individual pupils or members of staff							
Minutes of SMT meetings and the meetings of other internal administrative bodies	Possible DP issues if minutes refers to individual pupils or members of staff	Student names			Electronic and paper	CB	SMT Chair of Governors Associate SMT Paper copy on staff noticeboard	Visitors to staffroom can see minutes
Reports created by the HT or SMT	Possible DP issues if reports refers to individual pupils or members of staff	Staff names			Electronic and paper	HT	Full Governing Body	Copies seen by relatives of FGB at home address
Correspondence created by HT, DHT, heads of year and other staff with administrative responsibilities	Possible DP issues if correspondence refers to individual pupils or members of staff	Student names			Both, stored for 3 years from date of correspondence	Headteacher's PA	Other staff	Parent or pupil incorrectly identified, incorrect home address of pupil.

ADMISSIONS PROCESS - SH										
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES		
		PERSONAL	SPECIAL	CRIMINAL						
All records relating to the creation and implementation of the School Admissions' Policy	No Policy is a Wiltshire LEA Document				Document resides on-line on school website and Wiltshire Council's website. Stored- life of the policy +3years	No data capture from the Policy	Document resides on-line on school website and Wiltshire Council's website	None, Policy only, no data entry field or named personnel.		
Admissions - if the admission is successful	Yes	Full name, date of birth, home address, names of parents/contacts/siblings	Race, ethnicity, gender, nationality, religion, medical conditions		Both Stored from date of admission+1 year	Data Manager	Wiltshire LEA, Attendance Officer, Officer Manager, Head, Assistant Heads, Data Manager	Unauthorised access to paper files; PC screen unlocked when user is absent from desk		
Admissions – if the appeal is unsuccessful	Yes	Full name, date of birth, home address, names of parents/contacts/siblings	Race, ethnicity, gender, nationality, religion, medical conditions		Both Stored from date of resolution +1 year	Data Manager	Wiltshire LEA Attendance Officer, Officer Manager, Head, Assistant Heads, Data Manager	Unauthorised access to paper files; PC screen unlocked when user is absent from desk		
Register of admissions	Yes	Full name, date of birth, home address, names of parents/contacts/siblings	Race, ethnicity, gender, nationality, religion, medical conditions, Unique Learning Number		Electronic All entries preserved for a period of 3 years after the date on which the entry was made.	Data Manager	Wiltshire LEA Attendance Officer, Officer Manager, Head, Assistant Heads, Data Manager	Unauthorised access to paper files; PC screen unlocked when user is absent from desk		

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<p>Family Circumstances:</p> <p>Service child, Traveller, Residency Status, Refugee/asylum seeker</p> <p>Currently or ever looked after child</p> <p>Adopted from care</p>		<p>Name of child, parents, status, outline history of LAC or Care effective dates</p>			<p>Both Data retained on pupil file DOB +25 years</p>	<p>Data Manager</p>	<p>Wiltshire LEA, Data Manager, Senior Leadership Team, Safeguarding Officer</p>	<p>Unauthorised access to paper files; PC screen unlocked when user is absent from desk</p>
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		PERSONAL	SPECIAL	CRIMINAL				
Proofs of address supplied by parents as part of the admissions process	Yes	No- proof of address is not sought by the school but may have been sought by Wiltshire Council at Early years/primary stage			Address of pupil is stored electronically when the main database of admissions is accessed via Perspective Lite- which has restricted access (user name and password)	Data Manager	Accessed by Attendance Officer and saved to G drive; Leadership team notified of the file	Accidental disclosure of username and password to Perspective Lite; unauthorised access to G Drive
Supplementary Information form including additional information such as religion, current medical condition, disability, EHCP's etc - for successful admissions	Yes		Race, ethnicity, gender, nationality, religion, medical conditions, first and other languages spoken, eligible for Free School Meals and Pupil premium Funding		Both Information added to the pupil's file	Data Manager	Wiltshire LEA Attendance Officer, Officer Manager, Head, Assistant Heads, Data Manager, other staff on "need to know" basis.	Unauthorised access to paper files; PC screen unlocked when user is absent from desk
Supplementary Information form including additional information such as religion, medical conditions etc - for unsuccessful admissions	Yes		Race, ethnicity, gender, nationality, religion, medical conditions		Retained until the appeals process is complete	Data Manager	Wiltshire LEA Attendance Officer, Officer Manager, Head, Assistant Heads, Data Manager	Unauthorised access to paper files; PC screen unlocked when user is absent from desk

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Biometric data held as part of the Cashless catering system	Yes		Full name of the pupil can be identified from a PIN number		Electronic		Nationwide Retail Systems, Finance Officer, Canteen Staff, School Business Manager, Office Manager	Pupil informs another of their PIN number, other pupil accesses account of first pupil
Images of pupils- new year 7 intake and year 10 updating	Yes	Image of pupil, with admission number			Both		All staff with access to Sims pupil records	We send an email with names and tutor groups to Snappers, they send us a drop-box link to access the images. We upload the images to Sims
Images of pupils- in-year starters	Yes	Image of pupil with Initials and tutor group			Electronic		All staff with access to Sims pupil records	We take the photo and temporarily store to the camera's SD card, then upload to Sims. Delete the image

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								from the SD card.

OPERATIONAL ADMINISTRATION - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
General files	Yes	Names of students/staff			Destroyed current year +5, after review Paper and electronic	Headteacher's PA	SMT	Unauthorised access to paper files
Records relating to the creation and publication of the school brochure or prospectus	No	Student/staff photos			Both Destroyed current year +3	Headteacher's PA	SMT Prospective parents On school website	Accidental identification of a pupil
Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Students/staff names			Both, destroyed current year +1.	HT	SMT	Accidental identification of a student
Newsletters and other items with a short operational use	Yes	Student and staff names and photoes			Both, destroyed current year +1. Newsletters not produced now but historic copies on website	Headteacher's PA	On school website	Pupils could accidentally be identified in text.

HUMAN RESOURCES – Recruitment - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
All records leading up to the appointment of a new head teacher	No – all records kept by Wiltshire Council as we are a maintained school							
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	Staff details, name, address, DOB etc			Electronic and paper	Headteacher's PA	SMT Interviewer	User PC screen left unlocked Paper copy left unattended and visible by others
All records leading up to the appointment of a new member of staff – successful candidate	Yes	Staff details, name, address, DOB etc			Electronic and paper	Headteacher's PA	SMT Interviewed	User PC screen left unlocked Paper copy left unattended and visible by others
Pre-employment vetting information – DBS Checks	Yes	Staff details, name, address, DOB etc			Paper copy	Business Manager	Headteacher's PA Reception staff if asked to copy information	Paper copy left unattended and visible by others

HUMAN RESOURCES – Recruitment - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	Yes	Staff details, name, address, DOB etc			Paper copy	Business Manager	Headteacher's PA Reception staff if asked to copy information	Paper copy left unattended and visible by others
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	Staff details, name, address, DOB etc			Paper copy	Business Manager	Headteacher's PA Reception staff if asked to copy information	Paper copy left unattended and visible by others

HUMAN RESOURCES – Management of Disciplinary & Grievance Processes - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Staff names			Electronic and paper	HT, CP officer, Headteacher's PA	HT, CP officer	Unauthorised access to paper copies
All records relating to any Disciplinary Proceedings including records of oral warnings	Yes	Staff names			Electronic and paper	Headteacher Business Manager HR at Wiltshire Council	SMT HR at Wiltshire Council Governors	Unauthorised access to paper copies
All records relating to any grievances either individual or collective	Yes	Staff names			Electronic and paper	Headteacher Business Manager HR at Wiltshire Council	SMT HR at Wiltshire Council Governors	Unauthorised access to paper copies

HUMAN RESOURCES – Health & Safety - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Health and Safety Policy Statements	No				Electronic	Business Manager Headteacher's PA	All staff on intranet Accessible to all via website	None
Health and Safety Risk Assessments	No				Electronic and paper	Business Manager Office Manager	All staff when reviewing Wiltshire Council H & S Governor	None
Records relating to accident/ injury at work (adults and children)	Yes	Full name of injured person, date of birth, home address (where applicable)			Both- initial paper record and electronic versions if a reportable accident		Office Manager, Health and safety Inspector (under supervision of the file)	Unauthorised access to paper files

HUMAN RESOURCES – Health & Safety - CB								
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		PERSONAL	SPECIAL	CRIMINAL				
Control of Substances Hazardous to Health (COSHH)	No				Electronic and paper	Premises Manager Science/D&T Technicians Catering Manageress	Wiltshire Council H & S adviser H & S Governor Teaching staff in specialist subjects Catering team	None
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No				Electronic and paper	Premises Manager regular routine checks. Any disturbance reported immediately and area vacated and locked	All staff via staff handbook. Every area that contains asbestos has written instructions to evacuate and lock area in case of disturbance	Supply staff/visitors to the school unaware of procedures
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No				Electronic and paper	Radiation Controller, AEL in Science department	All Science staff Premises/Business Manager H & S Adviser	Science store left unlocked

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Fire precautions log book	No				Paper	Premises Manager	Business Manager Premises Assistant Fire Officer Any fire authority called to the school	None
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HUMAN RESOURCES – Payroll & Pensions - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Payroll records including maternity pay records	Yes	Staff names, payroll number, details of pay			Electronic and paper	Business Manager	Accounting & Budget Support Technician HR/Payroll at Wiltshire Council	Unauthorised access to paper copies. PC left unlocked by user
Records held under 'Retirement Benefits Schemes (Information Powers) Regulations 1995	Data not held at school							

FINANCIAL MANAGEMENT OF THE SCHOOL – Accounts and Statements including Budget Management - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Annual Accounts	No				Electronic	Business Manager	Accounting & Budget Support Technician Wiltshire Council Full Governing Body SMT	None
Loans and grants managed by the school	No				Electronic and paper	Business Manager	Accounting & Budget Support Technician Wiltshire Council Full Governing Body SMT	None
Student Grant applications	N/A							

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<p>All records relating to the creation and management of budgets including the Annual Budget statement and background papers</p>	<p>No</p>				<p>Electronic and paper</p>	<p>Business Manager</p>	<p>Accounting & Budget Support Technician Wiltshire Council Full Governing Body SMT</p>	<p>None</p>
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FINANCIAL MANAGEMENT OF THE SCHOOL – Accounts and Statements including Budget Management - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No				Electronic and paper	Business Manager	Accounting & Budget Support Technician Wiltshire Council Full Governing Body SMT	None
Invoices, receipts, order books and requisitions, delivery notices	No				Electronic and paper	Finance Officer	Business Manager Auditors Chair of Finance Committee Governor	None
Records relating to the collection and banking of monies	No				Electronic and paper	Finance Officer	Business Manager Auditors Chair of Finance Committee Governor	None
Records relating to the identification and collection of debt	No				Electronic and paper	Finance Officer	Business Manager Auditors Chair of Finance Committee Governor	None

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							Full Governing Body SMT	
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FINANCIAL MANAGEMENT OF THE SCHOOL – School Fund- CB								
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		PERSONAL	SPECIAL	CRIMINAL				
School Fund - Cheque books	No				Paper	Finance Officer	Business Manager SMT as authorised signatories Auditors	Unauthorised access to cheque book
School Fund - Paying in books	No				Paper	Finance Officer	Business Manager Auditors	None
School Fund - Ledger	No				Electronic	Finance officer	Business Manager Auditors	None
School Fund - Invoice	No				Electronic and paper	Finance officer	Business Manager Auditors Staff to authorise payment	None
School Fund - Receipts	No				Electronic and paper	Finance officer	Business Manager Auditors	None
School Fund – Bank Statements	No				Electronic and paper	Finance officer	Business Manager Auditors	None
School Fund – Journey Books	No None held							

PROPERTY MANAGEMENT – Property Management - CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Title deeds of properties belonging to the school	No Wiltshire Council own the property							
Plans of property belonging to the school	No				Electronic and paper	Business Manager	Premises Manager Contractors	None
Leases of property leased by or to the school	No N/A Wiltshire Council own the property							
Records relating to the letting of school premises	No				Electronic and paper	Business Manager	Premises Manager Auditors	None

PROPERTY MANAGEMENT – Maintenance - CB

BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
All records relating to the maintenance of the school carried out by contractors	No				Electronic and paper	Premises Manager	Business Manager D & T Technician Science Technicians	None
All records relating to the maintenance of the school carried out by school employees including maintenance log books	No				Paper	Premises Manager Business Manager	H & S Adviser Wiltshire Council	None

PUPIL'S EDUCATIONAL RECORD – Attendance - SH								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Attendance Registers, Exclusions, Absences	Yes	Full name of pupil			Both School registers for 3 years after date on which entry was made. Correspondence re absences: current academic year +2 years. Exclusions: remain in pupil files	Data Manager	Head, Attendance Officer, Leadership Team	Unauthorised access to paper files
Correspondence relating to authorised and unauthorised absence	Yes	Full name of pupil and parent, home address, date of absence and location of absence			Both School registers for 3 years after date on which entry was made. Correspondence re absences: current academic year +2 years. Exclusions: remain in pupil files	Data Manager	Head, Attendance Officer, Receptionist, Head's PA	Unauthorised access to paper files

CURRICULUM MANAGEMENT – Statistics and Management Information - JW								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Curriculum returns	Yes	Staff Codes	-	-	Both	Data Manager / Deputy Head	SLT	Minimal – but e-copies should be password protected. All paper copies should be locked away.
Examination Results (school's copy)	Yes							
SATs Records: <ul style="list-style-type: none"> • Results • Examination papers 	Yes							
Published Admission Numbers (PAN) Reports	Yes							

CURRICULUM MANAGEMENT – Statistics and Management Information - JW								
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		PERSONAL	SPECIAL	CRIMINAL				
Value added and contextual data	See "Pupil Analysis Reports"							
Self-evaluation forms	Yes							
Pupil Analysis Reports* 4Matrix	Yes	Staff names Pupil details	Ethnic Origin	-	Electronic	Data Manager	All staff, mainly teaching staff	Data printed from 4Matrix or spreadsheet and left unattended. Data from 4Matrix displayed on screen / whiteboard

CURRICULUM MANAGEMENT – Implementation of Curriculum – JW (CAD)								
BASIC FILE DESCRIPTION	DP ISSUES	‘TYPE’ OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Schemes of work								
Timetable								
Class Record Books								
Mark Books								
Record of homework								
Pupils’ work								

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		PERSONAL	SPECIAL	CRIMINAL				
Classroom Learning - Pixl (Maths App, Gg App, History App, Edge) Kerboodle MathsWatch Tassomai	No	Only pupil name	-	-	Electronic	Data Manager	Teaching Staff	-
Classroom Learning - SAM Learning	Yes	Pupil Name and characteristics	Pupil Ethnicity	-	Electronic	Data Manager	Teaching Staff	
Show My Homework*	Yes	Pupil Name(and parent link in Admin Account)	-	-	Electronic	Data Manager	Teaching Staff	Parents given incorrect access
Insight*	Yes	Pupil details, Parent address	Pupil Ethnicity	-	Electronic	Data Manager	Staff	Parents / Pupils accessing another account. Data being visible to users that shouldn't be

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Pupil Behaviour / AtL / Assessment tables*	No	Pupil Name only	-	-	Electronic Paper (displayed)	Data Manager	Staff / Pupils / Visitors	-
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EXTRA CURRICULAR ACTIVITIES – Educational Visits outside the Classroom - TLR								
BASIC FILE DESCRIPTION	DP ISSUES	‘TYPE’ OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Records created by schools to obtain approval to run an Educational Visit outside the Classroom	Possible issues when dealing with CP/Lac children’s names on a trip? All pupil info	Individuals Names.	Sexual orientation	N/A unless a child has a criminal record which affects his or her ability to attend the trip.	Electronic and paper if required as a copy to accompany the trip.	TLR/Evolve	Staff organising activity	Network breach. Paper copies are taken on each trip
Parental consent forms for school trips where there has been no major incident	Yes Possible issues when dealing with CP/Lac children’s names on a trip? All pupil info.	Names/addresses and consent would usually be completed by parent pay	Contact details held by parent pay. Info regarding Sexual orientation and health issues which need to be understood for trip purposes.		Electronic	Admin via Parent pay/SIMS	Staff organising activity and Admin teams.	Network breach. Paper copies are taken on each trip
Parental permission slips for school trips – where there has been no major incident	Yes Possible issues when dealing with CP/Lac children’s names on a trip? All pupil info.	Names/addresses and consent would usually be completed by parent pay	Contact details held by parent pay. Info regarding Sexual orientation and health issues which need to be understood for trip purposes.		Electronic.			
Parental permission slips for school trips – where there has been a major incident	Yes Possible issues when dealing with CP/Lac children’s names on a trip? All pupil info.	Names/addresses and consent would usually be completed by parent pay	Contact details held by parent pay. Info regarding Sexual orientation and health issues which need to be understood for trip purposes.		Electronic. In case of a major incident school would be the first point of contact with the Head taking the lead regardless of	School Admin team using Sims and Pars.	Outside agencies such as Police and medical teams in this country and abroad. The critical incident team	Safeguarding and wellbeing would likely be considered to be more important but County would be responsible

				the nature of the trip etc.		a county would advise.	at this juncture.
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		PERSONAL	SPECIAL	CRIMINAL					
Day Books	??????								
Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Names, Attendance details, address and reasons for absence which could involve some medical information.	Info of illness or disease pertaining to that person.	Info of specific criminal investigations such as GBH, Rape, Physical assault could be ongoing	Criminal investigations such as GBH, Rape, Physical assault ongoing	Investigation with EWO both forward and back as per county protocols.	EWO with password team but EWO both forward and back as per county protocols.	School EWO both forward and back as per county protocols. School attendance officer, Progress leaders, the Head, assistant heads or DSL	Electronic password protect. Printed copies need to be stored in file or in locked office files with attendance officer.
Referral forms	Yes	Names and addresses provided to the EWO by school.	Health, wellbeing info and family circumstances/arrangements.	Info regarding referrals to any other outside agencies such as MASH, WASP, Motive 8, Cahms	We store them electronically. EWO may well have to provide paper copies to parents and her teams?	EWO with information supplied by school.	School admin team primarily school attendance officer, Progress leaders, the Head, assistant heads or DSL		

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<p>Contact data sheets</p>	<p>Yes</p>	<p>Names, Attendance details, address and reasons for absence which could involve some medical information.</p>	<p>Individual names and names of parents/Guardians</p>	<p>School admin team primarily school attendance officer, Progress leaders, the Head, assistant heads or DSL</p>				
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CENTRAL GOVERNMENT AND LOCAL AUTHORITY – Local Authority – SH / JW / CB								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Secondary Transfer Sheets (Primary)	Yes							
Attendance Returns	Yes							
School Census Returns	No						Wiltshire LEA	
Circulars and other information sent from the Local Authority	No				Electronic	Business Manager	Wiltshire Council	Accidental disclosure of password/user name to Perspective Lite

CENTRAL GOVERNMENT AND LOCAL AUTHORITY – Central Government - CB

BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
OFSTED reports and papers	No				Electronic	Headteacher	Via website All staff	None
Returns made to central government	No				Electronic	Business Manager	Central Government	None
Circulars and other information sent from central government	No				Electronic	Business Manager	Central Government	None

PERSONAL CATEGORY DATA COLLECTED BY SCHOOLS UNDER THE LAWFUL BASIS OF A 'PUBLIC TASK'

PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD ³
Personal information: <ul style="list-style-type: none"> Names Address Unique Pupil Number Unique Learning Number Sex Date of birth 	1. Public Task	1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 2. The Education (Information about pupils) (England) Regulations 2013	1. Department for Education 2. Stored on school system	1. School Census 2. To enable contact with parents	Pupil file: DOB +25 years
Characteristics: <ul style="list-style-type: none"> Nationality Ethnicity First language and other languages spoken Eligible for Free School Meals 	1. Public Task	1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 2. The Education (Information about pupils) (England) Regulations 2013	1. Department for Education 2. Staff on 'need to know' basis	1. School census & funding allocation	Pupil file: DOB +25 years
Medical information: <ul style="list-style-type: none"> Current medical conditions Disability Educational Health Care Plan 	1. Public Task	1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 2. Section 100 Children and Families Act 2014 and Supporting pupils at school with medical conditions 3. Equality Act (2010)	1. Department for Education 2. LA and other external agencies 3. Staff on 'need to know' basis	1. School Census 2. Support children with specific medical needs and disabilities and meet obligations under the Equality Act (2010)	Pupil file: DOB +25 years

PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
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³ As advised by the IRMS Information Management Record Toolkit for schools, Version 5 (Feb 2016)

Family circumstances: <ul style="list-style-type: none"> • Service child • Traveller • Residency status • Refugee/asylum seeker • Currently or ever Looked After Child 	Public Task	<ol style="list-style-type: none"> 1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 1. The Education (Information about pupils) (England) Regulations 2005/2013 	<ol style="list-style-type: none"> 1. Department for Education 2. Staff on 'need to know' basis 	<ol style="list-style-type: none"> 1. School Census 2. To support children's education and development in school 	Pupil file: DOB +25 years
Attendance records: <ul style="list-style-type: none"> • Attendance registers • Exclusions • Absences: authorised and unauthorised including correspondence 	Public Task	<ol style="list-style-type: none"> 1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 2. School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2014) 	<ol style="list-style-type: none"> 1. Department for Education 2. Educational Welfare Services 	<ol style="list-style-type: none"> 1. School Census 	<p>School registers for 3 years after date on which entry was made.</p> <p>Correspondence re absences: Current academic year +2</p> <p>Exclusions: pupil files</p>
Educational data and information: <ul style="list-style-type: none"> • School Reports • Test/exam results • Attainment Levels • Special Education Needs • Learning support provision • Educational Health Care Plans 	Public Task	<ol style="list-style-type: none"> 1. The Education (Information about pupils) (England) Regulations 2013 2. SEN Children and Families Act 2014 3. Education Acts 1966 & 2006 	<ol style="list-style-type: none"> 1. Department for Education 2. School staff on 'need to know basis' 	<ol style="list-style-type: none"> 2. School Census 3. To support children's education and development in school 	Pupil file: DOB +25 years
Safeguarding information: <ul style="list-style-type: none"> • Child Protection Concerns • Child Protection plan • Parental responsibility 	Public Task	<ol style="list-style-type: none"> 1. Section 175 of the Education Act 2. Keeping Children Safe in Education (2016) 3. Working together to safeguard children (March 2015) 	<ol style="list-style-type: none"> 1. LA and external support agencies 2. School staff on 'need to know basis' 	<ol style="list-style-type: none"> 1. Fulfilment of statutory safeguarding duties 	<p>Concerns – DOB + 25 years</p> <p>Child Protection File – DOB + 25 years</p>

PERSONAL DATA COLLECTED BY SCHOOLS UNDER OTHER LAWFUL BASES

PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
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Characteristics: <ul style="list-style-type: none"> Religion 					In pupil file: DOB + 25 years
Medical information: <ul style="list-style-type: none"> Doctor's contact details Medical history Relevant family medical history 	<ol style="list-style-type: none"> Legitimate Interest Vital Interest 	Not applicable	<ol style="list-style-type: none"> Staff on a need to know basis Relevant medical staff (Doctors, ambulance personnel, hospital staff) 	<ol style="list-style-type: none"> To ensure child receives the right support at school In the event of an emergency where staff are required to pass information on to medical staff (loco parentis) 	In pupil file: DOB + 25 years
Educational & Social Developmental information at current setting: <ul style="list-style-type: none"> Contact with external agencies Behaviour support Records of major breaches of school policy 	<ol style="list-style-type: none"> Legitimate Interest 	Not applicable	<ol style="list-style-type: none"> External agencies and school staff on a 'need to know basis' 	<ol style="list-style-type: none"> To provide appropriate on-going support for a child educationally, socially and emotionally. 	In pupil file: DOB + 25 years
Photographs and videos of pupils	<ol style="list-style-type: none"> Consent Consent Public Task Public Task 	Not applicable	<ol style="list-style-type: none"> Current parents Prospective parents Public via website Press 	<ol style="list-style-type: none"> Used for school displays Used for school publicity material including website Used for educational purposes For individual passes 	In pupil file: DOB + 25 years

SPECIAL CATEGORY DATA COLLECTED BY SCHOOLS					
SPECIAL CATEGORY DATA	LAWFUL BASIS (ARTICLE 9)	LEGISLATION	WHO SHARED WITH	WHY	RETENTION PERIOD

Personal information: <ul style="list-style-type: none"> Ethnic origin 	9(2) (b) – for the purpose of carrying out the school’s legal obligations	The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 Equality Act (2010)	Department for Education	School Census	In pupil file: DOB + 25 years
Medical history and current information: <ul style="list-style-type: none"> Current medical conditions Disability Doctor’s contact details Medical history Relevant family medical history 	9(2) (a) (b) (c) and (d) – to protect the vital interests of a child and to support the school’s legitimate activities to provide appropriate support to individual children	Section 100 Children and Families Act 2014 Supporting pupils at school with medical conditions Equality Act (2010)	Staff and other external agencies on a ‘need to know basis’	To provide the right level of support to a child within an educational setting and to provided relevant information in the case of a medical emergency (loco parentis)	In pupil file: DOB + 25 years
Educational & Social Developmental information: <ul style="list-style-type: none"> Physical & developmental history e.g. speech, hearing, walking sight etc. Past and on-going social and/or emotional problems 	9(2) (d) – to support the schools legitimate activities.				In pupil file: DOB + 25 years

Pupil Files: Each pupil has an individual pupil file which is created when they are admitted to school. This file is transferred with them as they progress through the Education system and is then retained by their final schools for 25 years from their date of birth, after which it is securely destroyed.

Examination specific data - KD								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				

DPP Appendix 6

Access arrangements information	Possible DP issues when dealing with confidential issues relating to students	Candidate name Candidate DOB Gender Data protection notice (candidate signature) Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address) Evidence of normal way of working			Access Arrangements Online MIS On file in exams office and SEN area	Exams Officer Senco	Exam Boards Teaching Staff JCQ	
Attendance registers copies	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Paper copy MIS	Exams Officer	Invigilators Exam boards	
Candidates' scripts	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Sealed envelopes in secure storage area up to 24 hours	Exams officer	Exam boards	
Certificates	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			Paper copy in secure storage area	Exams officer Admin staff		

Examination specific data - KD								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Certificate destruction information	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			electronically	Exams officer		
Certificate issue information	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			On paper file	Exams officer		
Entry information	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			Paper file in exams office MIS	Exams officer	Exam boards Teaching staff	
Exam room incident logs	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			Paper file	Exams officer	SLT Exam boards if necessary	
Invigilator and facilitator training records	Possible DP issues when dealing with confidential issues relating to staff	Invigilator name Staff name			Paper file Electronic file	Exams officer	JCQ inspector if requested	

Examination specific data - KD								
BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Post-results services: confirmation of candidate consent information	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Paper file	Exams officer	Exam boards	
Post-results services: requests/outcome information	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Paper file Electronic file	Exams officer	Teaching staff candidate	
Post-results services: scripts provided by ATS service	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Paper file Electronic file	Exams officer	Teaching staff candidate	
Private candidate information	Possible DP issues when dealing with confidential issues relating to candidates	Candidate name, DOB, gender, address			Paper file Electronic file	Exams officer	Exam boards	
Results information	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			Paper file Electronic file	Exams officer	Teaching staff candidate	
Examination specific data - KD								

DPP Appendix 6

BASIC FILE DESCRIPTION	DP ISSUES	'TYPE' OF DATA AND SPECIFIC INFORMATION			HOW STORED: ELECTRONIC, PAPER, BOTH	MAIN CONTROLLER OF DATA	DATA SHARED WITH AND/OR ACCESSED BY	POSSIBLE SECURITY ISSUES
		PERSONAL	SPECIAL	CRIMINAL				
Seating plans	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Paper file Electronic file	Exams officer	Candidate Exam board if requested	
Special consideration information	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			Paper file Electronic file	Exams officer	Exam boards	
Suspected malpractice reports/outcomes	Possible DP issues when dealing with confidential issues relating to students	Candidate name, DOB, gender			Paper file Electronic file	Exams officer	Exam boards	
Very late arrival reports/outcomes	Possible DP issues when dealing with confidential issues relating to students	Candidate name			Paper file Electronic file	Exams officer	Exam boards	