

Rodmersham School - Personal Data Mapping Inventory for All Parties

Who	What					When		Who		Where	
	Description of data	Type of data (<i>Persona</i> <i>I</i>) (<i>Special</i>)		How is it collected?	Legal Basis	What is it used for? Does it leave the school site?	Updated	Retention	Who can access it? (<i>HT, AO, CT, Staff, GB</i>)	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
		PD	SD								

PUPILS AND PARENTS											
PUPILS AND PARENTS	Pupil Admission Forms Name DOB Address/telephone numbers Email addresses Contact details for parents Emergency Contact Details Gender END info Previous education history Medical details Ethnicity Religion	X	X	Paper form completed by parent on entry and reviewed annually, inputted into secure cloud storage (SIMS) held within UK	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site)	Annually or when informed by parents	Retain while pupil at the school	HT, AO, CT, Staff, External IT personnel	Relevant school personnel Other schools (CTF) LA DfE Medical professionals	Digitally on school server Paper copy and registers held in secure cupboard in school office
	Medical conditions/ dietary requirements/administering of medicines	X		Admissions form completed by parent on entry and reviewed annually Healthcare Plans	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site unless child on off site visit)	Annually or when informed by parents	2 years after cohort leaving the school	HT, AO, CT, Staff, External IT personnel	Relevant school personnel Other schools (CTF) Medical professionals	Digitally on school server Paper copy held in secure cupboard in school office
	Pupil Records	X	X	Pupil reports Letters from professionals Info from pre educational Establishments	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site)	As necessary	Retain while pupil at the school and send to new school upon transfer	HT, AO, CT, Staff	Relevant school personnel	Digitally on school server Paper copy held in secure cupboard in school office

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	Pupil absence documentation	X		Paper form completed by parent (Requests for absence)	Compliance with Legal Obligation/ Public Task	Tracking/authorising absences To administer pupil education and welfare (Does not leave school site unless for individual needs e.g. meeting attendance)	As necessary	Date of absence +2 years	HT, AO, CT, Staff, External IT personnel	Admin staff HT LA attendance team if appropriate	Digitally on school server (SIMS) Attendance folder Absence recording book
PUPILS AND PARENTS	SEND information		X	EHCP documents SEND register/provision map Progress overviews	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site unless for individual needs e.g. meeting attendance)	Progress reviews termly Annual reviews	Retain while pupil remains at school then transfer	HT, AO, CT, Staff, External IT personnel	Relevant school personnel Local Authority and Multi Agencies e.g. SALT, EP, Family Support Workers, School Nurse etc. Other schools (CTF) Medical professionals	Digitally on school server Paper copy and registers held in secure cupboard in SEND office
	FSM/PP/LAC		X	Internal data tracking documents/reports	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare (Does not leave school site unless for individual needs e.g. meeting attendance)	Annually or when informed by parents	Retain while pupil remains at school then transfer (5.11)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel Other schools (CTF) LA DfE Medical professionals	County cloud storage held within UK Digitally on school server (SIMS)
	Photos	X		School cameras and IPads, downloaded onto school	Consent for publication	Curriculum	N/A	1 year after cohort	HT, AO, CT, Staff, External	Relevant school personnel	Digitally on school server (SIMS)

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				server School photographer	Public Tasks for identification	Record keeping Safeguarding Historical interest Publicity to include social media (Does leave site with consent)		leaving the school	IT personnel, public (on website)	Public (displays, website, news) HC3S	Website
	Video/Audio Recording		X	School IPads, cameras - downloaded onto school server	Consent for publication Public Tasks for identification	Curriculum Record keeping Safeguarding Historical interest Publicity to include social media (Does leave school site with consent)	N/A	1 year after cohort leaving the school	HT, AO, CT, Staff, External IT personnel, public (on website)	Relevant school personnel Public (displays, website, news) HC3S	Digitally on school server (SIMS) Website
	Child protection, Violent Incident, Physical Intervention, Racist Incident forms	X		CP concern documents stored electronically on the school server and password protected Online forms submitted to LA via secure portal	Public Tasks Vital Interests	To administer pupil education and welfare Safeguarding Reporting serious incidents (Does not leave school site unless for individual needs e.g. CP meeting)	As necessary	Retain whilst pupil in school and transfer securely when child leaves for new school	HT, DSL	Relevant school personnel LA	Digitally on school server Kept separate from pupil's main file Kept securely in locked cupboard and transferred securely when child leaves

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PUPILS AND PARENTS	Accident reports and accident investigation	X		Accident book Online accident reporting secure portal	Compliance with legal obligation	Safeguarding and pupil welfare (Does not leave school site)	N/A	Keep books until youngest child entered has reached age 22 RIDDOR reported online and held electronically	HT, AO, CT, Staff	Relevant school personnel LA HSE	Digitally on school server Paper copy held in secure cupboard in school office
	Attainment and progress data/curricula records	X		Pupil trackers Pupil progress documentation National testing documents National testing results	Compliance with Legal Obligation/ Public Task	To administer pupil education and welfare – tracking and reporting progress and attainment (Does not leave school site)	Sept, Nov, Feb, Apr and July	Whilst operationally required	HT, CT External IT personnel	Support staff Parents Other schools (CTF) LA DfE	Digitally on school server Paper copies kept securely (HT/main office locked)
	Communication with parents	X		Annual reports Feedback Personal letters	Public Task	To administer pupil education and welfare (Does not leave school site)	N/A	Retain while pupil is at school then to new school	HT, AO, CT, External IT personnel	School staff as appropriate	Digitally on school server Paper copies stored in locked cupboard
	School trip information including name, medical and emergency contact details	X		Paper copies completed by parents	Public Task	To administer pupil education and welfare (Does leave school site)	As necessary	Date of event + 1 year	School staff	School staff as appropriate and agents running trip.	Paper copies stored in locked cupboard

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	Individual SATs Results	X		NCA Tools Portal access by HT Copies printed	Compliance with Legal Obligation/ Public Task	To administer pupil education on behalf of DfE (Does not leave school site)	N/A	DOB +22 years	HT, AO, Admin, CT	Parents DfE CT	Paper copies stored in locked cupboard
PUPILS AND PARENTS	Individual SATs Papers		X	NCA Tools Portal access by HT.	Compliance with Legal Obligation/ Public Task	To administer pupil education on behalf of DfE (Does not leave school site)	N/A	Current Year +1 year	HT, AO, Admin, CT	CT	Digitally on school server.
	CCTV images	X		Collected electronically	Public Task	Security Measures (Does not leave school site unless requested by Police)	N/A	In accordance with server make and model	HT, Site Manager	Security Company or Police	Digitally on school server

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SCHOOL STAFF											
SCHOOL STAFF	Staff Application Form Name DOB Address Email Telephone numbers Contact details Previous educational history Previous employment details	X		Application form and Equality Monitoring Form completed by staff prior to interview	Performance of a contract Necessary to carry out tasks in the Public Interest	Identification and checking purposes (Does not leave school site)	Whenever changes occur (address)	End of employment + 7 years (7.4) for successful applicants Date of application + 1 year for unsuccessful applicants (7.1)	HT, AO	Relevant school personnel and LA Application form shared with shortlisting and interview panel	Digitally on school server Single Central Register (Password protected) Paper copy held in secure cupboard in school office
	Interview notes and recruitment records e.g. educational qualifications; CV; references; pension, next of kin; prohibition; right to work in the UK etc.	X		Application form completed prior to interview. Inputted into secure cloud storage (SIMS) held within UK. Pre-employment check sheet. Staff entry form.	Performance of a contract Compliance with Legal Obligation/ Public Task	Identification and checking purposes. Emergency contact (Does not leave school site)	Whenever changes occur (pension)	End of employment + 7 years for successful applicants. Date of application + 1 year for unsuccessful applicants	HT, AO	Relevant school personnel and relevant interview panel members	Employee data base Single Central Register (Password protected) Paper copy held in secure cupboard in school office
	Pre-employment vetting information		X	DBS check; references; passport; driving licence; proof of identity checks; proof of right to work in UK; List 99 (barring list); Childcare Disqualification Staff Declaration Form.	Compliance with legal contract obligation and compliance with DfE KCSiE	Identification and checking purposes. (Does not leave school site)	When next DBS check occurs	End of employment + 7 years	HT, AO	Relevant school personnel OFSTED inspectors	Single Central Register (password protected) Some paper copies held in secure cupboard in school office.

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SCHOOL STAFF	Characteristics e.g. nationality, ethnicity, sexual orientation, disability etc.		X	Equality Monitoring Form completed on entry	Compliance with legal contract obligation	Monitoring and ensuring of equality (Does not leave school site)	If changes occur	End of employment + 7 years for successful applicants Date of application + 1 year for unsuccessful applicants	HT, AO	Relevant school personnel only	Paper copy held in secure cupboard in school office
	NI number, bank details, tax number, payroll number and records	X		From individual on start of employment	Compliance with legal contract obligation	To pay staff (Does not leave school site)	Whenever changes occur	End of employment + 7 years (7.4)	HT, AO, FO	Relevant school personnel only LA – payroll provider	Digitally on school server Paper copy held in secure cupboard in school office
	Health e.g. NHS number; medical conditions & dietary requirements; staff sickness records; sickness management reports; OH referrals and reports	X		Health Declaration Form completed by staff on entry.	Compliance with legal contract obligation Protection of vital interests Staff sickness - Limitation Act (1980)	To administer staff welfare and safety (Does not leave school site)	Whenever changes occur	Staff sickness records e.g. Dr notes – academic year +3 Ill health referrals end of employment + 7 years for successful applicants.	HT, AO, CT, Staff, External IT personnel	Relevant school personnel Other schools (CTF) Medical professionals HC3S	Digitally on school server Paper copy held in secure cupboard in school office
	Staff transport and car checks	X		Insurance check (business for transporting children) Transporting Children checklist and details Car registration	Compliance with legal contract obligation Necessary to carry out tasks in the Public	Insurance protection (Does not leave school site)	Whenever changes occur	End of employment	HT, AO	Relevant school personnel	Paper copy held in secure cupboard in school office

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SCHOOL STAFF				number/make etc.	Interest						
	Staff annual appraisal records	X		Collected as part of appraisal cycle in discussion with individual members of staff Performance Management notes and observation notes/IPP notes and record on personnel file	Compliance with legal contract obligation Necessary to carry out tasks in the Public Interest	Monitoring/ performance of contract (Does not leave school site)	In line with appraisal cycle	Current appraisal year + 6 years	HT, appraiser and appraisee	Recommendation shared with GB pay committee OFSTED – Anonimised Trade Union Associations	Digitally on school server Paper copy held in secure cupboard in school office
	Disciplinary Proceedings: substantiated /unsubstantiated		X	Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter	Compliance with legal contract obligation Necessary to carry out tasks in the Public Interest Limitation Act (1980)	Contract/personnel purposes/investigative purposes (Does not leave school site unless meeting held offsite)	In line with disciplinary procedures	Warnings - end of employment + 7 years Outcome letter - end of employment + 7 years All other cases – close of case + 7	HT, member of staff/LADO/ disciplinary committee/ union reps	Only shared with relevant bodies in connection with disciplinary process	Held securely in staff personnel file

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	Disciplinary Proceedings: False or malicious		X	Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter	Compliance with legal contract obligation. Necessary to carry out tasks in the Public Interest Limitation Act (1980)	Contract/personnel purposes/investigative purposes (Does not leave school site unless meeting held offsite)	In line with disciplinary procedures	Warnings - end of employment + 7 years Outcome letter - end of employment + 7 years All other cases – close of case + 7 years	HT, member of staff/LADO/ disciplinary committee/ union reps	Only shared with relevant bodies in connection with disciplinary process	Held securely in staff personnel file
	Staff maternity/paternity pay records	X		Staff member involved in completing paperwork	Compliance with legal contract obligation Necessary to carry out tasks in the Public Interest Statutory Maternity Pay Regulations (1986)	Determine maternity/paternity pay (Does not leave school site)	N/A	Current academic year + 3 years	HT/staff	AO/FO LA – payroll and HR	Digitally on school server Held securely in staff personnel file

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SCHOOL STAFF	Accident reports: adults <ul style="list-style-type: none"> Accident books F2508 – RIDDOR forms Local accident investigation record 	X		Staff member and witnesses to complete paperwork in line with H&S regulations	Social Security regulations (1979) regulation 25 Social Administration Act (1992) section 8 Limitation Act (1980)	Health and Safety of staff (Does not leave school site)	N/A	Current year + 3 years	HT, H&S rep, relevant parties	County and relevant parties as appropriate to accident e.g. LA/RIDDOR /HSE	Completed on line and held electronically Paper copy held in secure cupboard in school office
	Photos		X	School cameras and IPads, downloaded onto school server	Public Task Consent	Curriculum Record keeping Safeguarding Historical interest Publicity (Does not leave school site)	As necessary	1 years after leaving the school (if longer, special permission to be sought)	HT, AO, CT, Staff, External IT personnel, public (on website)	Relevant school personnel Public (displays, website, news)	Digitally on school server and website
	Video/Audio Recording		X	School IPads, cameras - downloaded onto school server. Password protected.	Public Task Consent	Curriculum (Does not leave school site)	As necessary	1 years after leaving the school (if longer, special permission to be sought)	HT, AO, CT, Staff, External IT personnel	Relevant school personnel Public (displays, website, news)	Digitally on school server and website
	Violent Incident Records (VIR)	X		Record of incident taken and reported online.	Limitation Act (1980)	Reporting purposes (Does not leave school site)	As necessary	Current year + 3 years)	DSL, HT	LA, LADO	Online form completed. May be put on staff personnel file.

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SCHOOL STAFF	Health and Safety training records	X		List of training undertaken by staff members.	Necessary to carry out tasks in the Public Interest	Record of training undertaken to show compliance (Does not leave school site)	Annually or when training takes place	Current year + 6 years or unless records apply for a limited time e.g. First Aid Certificates	HT, H&S rep	GB, LA as appropriate	Digitally on school server Paper copy held in secure cupboard in school office
	Pecuniary Interest forms	X		Completed by staff.	Compliance with legal contract obligation.	Governance. (Does not leave school site)	As necessary	For as long as valid	HT, AO	GB	Paper copy held in secure cupboard in school office
	CCTV images	X		Collected electronically	Public Task	Security Measures (Does not leave school site unless requested by Police)	N/A	In accordance with server make and model	HT, Site Manager	Security Company or Police	Digitally on school server

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GOVERNORS											
GOVERNORS	GB Application Form Name Date of Birth Contact details Address References	X		GB Application Form Necessary to carry out tasks in the Public Interest Legal Obligation		Governance (Does not leave school site)	As necessary	GB application forms for successful applicants – end of term of office + 1 year Unsuccessful applicants – date of election + 6 months	HT, AO, Clerk to govs	Governor services DfE General public	Application form Single Central Register - Password protected Website Contact details form Pecuniary Interest Form
	DBS number Proof of identity	X		Electronic application and notification Number is provided by the individual voluntarily	Necessary to carry out tasks in the Public Interest Legal Obligation	To ensure pupil welfare (safeguarding) (Does not leave school site)	As necessary	Term of office + 1 year)	HT, AO, Clerk to govs, Safeguarding governor,	HT CoG Safeguarding governor OFSTED LA	Single Central Register - Password protected
	Pecuniary Interests	X		Paper form completed annually.	Governance Public Task	For employment purposes (conflict of interest) (Does not leave school site)	Annually and checked at each meeting	Current year + 6 years	HT, Clerk to the governors	General public	Pecuniary Interests form Website
	Governor election voting forms	X		Via parents completing the forms	Governance Public Task	Election of GB	N/A	Date of election + 6 months	HT, AO, counting panel	Parents	Paper copy held in secure cupboard in school office
	Photos		X	School camera downloaded onto school server	Consent	Public interest (Does not leave school site)	As necessary	End of office	HT, AO, CT, Staff, External IT personnel, public (on	Relevant school personnel Public (displays,	Digitally on school server. Website

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									website)	website, news)	
	Meeting attendance and training records	X		Through meeting minutes by clerk to GB	Governance Public Task	Governance and compliance (Does not leave school site)	As necessary	Keep in school 6 years and then archive through HALS	HT, Clerk to GB, all Governors	Public	Website Paper copy held in secure cupboard in school office.
	Records of all full GB, committee and panel meetings Agendas and signed minutes Governor reports	X		Through meeting minutes by clerk of GB	Governance Public Task	Governance and compliance (Does not leave school site)	As necessary	Keep in school 6 years and then archive through HALS	HT, Clerk to GB, all Governors	Public	Paper copy held in secure cupboard in school office GB portal on website
GOVERNORS	Complaints	X		Through complaints procedure initiated by complainant	Compliance with Legal Obligation/ Public Task	To address complaints (Does not leave school site)	As necessary	Date of resolution of complaint + 7 years	HT, Clerk to GB, Chair of Governors, Complaints Panel	HT Clerk to GB Chair of Governors Complaints Panel	Paper copy held in secure cupboard in school office
	GB Action Plans	X		Through meetings and school visits.	Compliance with Legal Obligation/ Public Task	To address areas of school improvement (Does not leave school site)	Regularly	Life of action plan + 3 years	All staff and GB	Outcomes shared with parents LA – Governor Services	Digitally on school server. Paper copy held in secure cupboard in school office. GB portal on website.

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VISITORS/VOLUNTEERS/CONTRACTORS											
VISITORS/VOLUNTEERS/CONTRACTORS	Name Email Telephone contact numbers	X		Paper form completed by volunteer on application	Necessary to carry out tasks in the Public Interest Public Task Vital Interest	For safeguarding purposes (Does not leave school site)	As necessary	End of volunteering + 1 year	HT, AO, Safeguarding governor	HT CoG Safeguarding governor OFSTED LA	Application form Single Central Register – Password protected
	DBS number Proof of identity References	X		Electronic application and notification Number is provided by the individual voluntarily	Legal Obligation Protection of vital interests	To ensure pupil welfare (safeguarding) (Does not leave school site)	As necessary	End of volunteering + 1 year	HT, AO, Safeguarding governor	HT CoG Safeguarding governor OFSTED LA	Single Central Register - Password protected
	Visitor Signing In Book	X		Collected by visitor/volunteer/contractor	Public Task	Safeguarding and emergency evacuation	As necessary	Upon completion book + 2 years	Admin staff and HT	Admin staff	On signing in desk – paper copy