Type of data	What personal data is stored?	How and why was it collected?	Was consent obtained?	Where is the data stored?	Is it held by a third party?	Is a GDPR-compliant contract in place with the third party?	What security measures are in place?	Who has access to it?	Is it ever taken off-site?	Where and why is it shared externally, if at all?	How do we ensure it is accurate and up to date?	Retention period	GDPR status	Notes
Pupil files														
Pupil personal details	Contact details (phone number, address etc)	Provided by parent on admission	Not needed	ScholarPack	Y	Y	Password protected – only authorised personnel have the password	Senior leaders, administrative staff [Give an indication that you can identify the authorised people when needed]	N	Department for Education – school census. Local authority – where necessary. Other schools – if/when the pupil moves, as part of the common transfer file	Parents are asked to inform us of any changes, and asked to confirm their information regularly	X years from when the pupil leaves school	■	
	Characteristics (age, ethnicity, religion etc)													
	Medical conditions													
	Special educational needs													
	Dietary requirements													
	Free school meals/pupil premium/whether they are a looked-after child													
	Emergency contact details													
Pastoral records	Consent forms (photographs, school trips etc)													
	Behaviour incidents													
	Attendance issues													
	Accident reports													
Admissions	Information about applicants													
Safeguarding														
The designated safeguarding lead's records	Concerns logged	Reported by staff, recorded discussions with parents	Not needed	CPOMS safeguarding software	Y	Y	Password protected, authorised access only	DSL	N	The local authority, police, the child's parents/carers, cousellors, staff members – all on a need-to-know basis to protect the child	Concerns are logged by the staff member with the concern as soon as possible	X years	■	
	Referrals made													
	Disclosures													
	Action taken													
Academic information														
Exam results	Formative assessment results	Recorded by teachers	Not needed	Teachers' files, on pupils' work, on the school's assessment tracking system	Y	Y	Teachers' files are kept securely in locked cupboards. USB sticks are encrypted. Only authorised personnel can access the assessment tracking system	The [staff member responsible for standards], pupils' teachers	Y	Parents – to meet our statutory requirement to report to them	Updated every time a new result is recorded	X years from when the pupil leaves school	■	
	Summative assessment results													
In-class app data	Quiz scores													
Reports to parents	Feedback													
	Predicted grades													
Records of interventions provided	Pupil characteristics													
	Assessment results and records of pupil progress													
HR														
Recruitment information	Applicants' names and contact details	Provided by applicants during the recruitment process	Not needed	Stored on the school computer network	N		Password-protected computer network. Applicants' details kept in restricted folders	Staff members managing the recruitment round	N	Not shared externally	Information provided by applicants and verified by staff. Staff update information at request of the applicant	Deleted when recruitment round is over		
	Interview notes													
	References													
Copies of pre-employment checks	DBS checks													
	Verification of right to work in the UK													
Staff personnel files	Names and contact details													

Appraisal records	Salary P45 forms Accidents at work Disciplinary action taken Grievances Feedback from colleagues Appraisal notes and reports Objectives Pay and promotion recommendations											

Finance

Parents'/carers' bank details	Bank details	Provided by parents/carers	Not needed	Cashless payment system	Y	Y	Details are only visible by parents	SBM	N	Not shared externally	The online system allows parents to update their details	Deleted as soon as child leaves the school
Invoices paid Debt incurred Free school meals												
Staff members' bank details												

Parent information

Contact details	Name, address, phone number, emergency contact details	Provided by parents on their child's admission – for emergencies, safeguarding reasons and to enable communication	Not needed	SIMS, cashless payment system	Y	Y	Password protected, authorised access only	Headteacher, SBM, the child's teachers	N		Parents are asked to inform us of any changes, and asked to confirm their information regularly	Deleted as soon as child leaves the school

Marketing and fundraising

Alumni details	Name and contact details	Provided by year 13 pupils upon leaving the school, via a form, so we can send them updates about school life, arrange alumni events, and request donations	Y	In a spreadsheet held on the school's ICT system	N		Password-protected document, authorised access only	SBM	N	Not shared externally	Alumni emails explain they can notify us of changes to details, SBM updates the spreadsheet upon request. Annual emails confirm details are correct.	Data is kept until individuals withdraw it/opt out
Leads generated	Name and contact details											
Parents and other members of the community	Name and contact details											

Governance

Governor details	Name and contact details	Provided by governors so the school can contact them	Not needed	On the school's ICT system, in email, in paper contact sheets in the headteacher's office	N		Password protected access to the ICT system	All staff	N	Names published on the school website - to meet our statutory requirements. Shared with the local authority - for training or LA-wide communications	Governors email the chair and headteacher when details change	For the duration of their term of office (max 4 years)	Destroy the paper copies in the headteacher's office, as parents and external visitors have occasional access
	Register of interests Attendance records												
Minutes	Governors' names												
Headteacher recruitment information	Applicants' names and contact details Interview and selection notes												
Information from panels	Complaints Disciplinary appeals Exclusions Admissions												

Photographs

CCTV recordings	Images of individuals	CCTV installed around school for security	Not needed	In a digital archive on the school's ICT system	N		Password protected, only authorised personnel have access	Site manager, headteacher	N	Police if necessary for evidence or security reasons	N/A	All footage is automatically deleted after X months
Images of pupils and staff	Images of individuals											