



GDPR support from LGfL TRUSTnet for School Information Assets: Data Audit/Lo

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Senior Information Risk Owner (SIRO): Data Protection Officer (DPO): Last updated: Bv:



Data held or collected by the school	Data label *	Information Asset Owner	Who has role / access to enter information	Where is the data kept?	Purpose	Who do we share with?	Legal basis for collection A* (IMPORTANT - you must be aware of this basis	Legal basis for collection B* (IMPORTANT - you must be aware of this basis)	If Consent selected in previous column, when is it sought?	If Consent, where is record of consent stored?	How long is data item kept / used for?*
mation assets		(Add your named person)	Enter specific names for dedicated role holders	Enter as appropriate (below are examples ONLY)	Choose from drop down / change as appropriate	Enter as appropriate - examples are below	Select from dropdown only for any data items that are Personal Data or Special Categories	'Special Categories', for which it must be completed	E.g. when a student joins the roll / annually, etc.	This might be online or offline but will also be secure and include time/date collected	Enter as appropriate (below are examples ONLY)*
ata (within MIS)	Consider Colons of Consessed Dates		SA O/office administrators	In MIS system	Teaching and Learning /statutory returns	DIF					That shirt is We
Safequarding / Child Protection data	Special Categories of Personal Data* Special Categories of Personal Data*		Head / named child protection officer	In a locked filing cabinet in a secure room	Teaching and Learning /statutory returns	DfE Local Authority					Until child is 25 v DOB +:
SEN	Special Categories of Personal Data*		SENCO/SAO / classteachers / Deputy	In a locked filing cabinet in a non-secure room	Teaching and Learning /statutory returns	Parents					DOB+
EAL	Special Categories of Personal Data*		EAL Lead / administrator		Teaching and Learning /statutory returns	IGN					part of pup
			Class teacher / Pastoral tutor / Headteacher	Staff lanton School network drive	Teaching and Learning /statutory returns	Social Services					part of pup
Reports	Special Categories of Personal Data*		Class teacher / Pastoral tutor / Headteacher	Cloud storage	Teaching and Learning /statutory returns	Health Agencies					part of pup
Examination results / Statutory Assessments	Personal* Data		Teachers / Exams Officer/Head of Dept.	Encrypted, password protected USB drive	Teaching and Learning /statutory returns						Current year
Attendance registers			Class teachers / office administrators		Safeguarding / Child Protection	Named Third Parties					Date of entry
Student photos	Special Categories of Personal Data*		SA O/office administrators / class teachers		Safeouarding / Child Protection						retained on our
da (within MIS)											
Staff Darroad Ella	Special Categories of Personal Data*		SAO/office administrators		Teaching and learning /statutory returns						Termination of employment
Performance / CPD data	Personal Data		SAO/Bursar / Deputy		Teaching and learning /statutory returns						part of pe
Staff absence data	Special Categories of Personal Data*		SAO/Deputy		Business Continuity / communication						part of p
Staff photos	Special Categories of Personal Data*		SAO/office administrators		Business Continuity / communication						part of pa
ersonnel Data											
Recruitment records for new headteacher	Special Categories of Personal Data* Special Categories of Personal Data*		SAO / Recruitment Panel		Business Continuity / communication						Date of recruitment
Recruitment of new staff	Special Categories of Personal Data*		SAO / Recruitment Panel		Business Continuity / communication						Date of recruitment of successful candidate 4
DBS / Vetting checks	Special Categories of Personal Data*		Head/SAO		Business Continuity / communication						Note of proof on personal file / physical copies >
Appraisal / CPD data	Special Categories of Personal Data* Special Categories of Personal Data*	l	SAO/Bursar / Deoutv Head / SLT / Panel		Teaching and learning /statutory returns Safeguarding / Security				+		Curent year Date of warning + 6-18 months / ta
Allocation of a child protection matter	Special Categories of Personal Data*	1	Head / St.1 / Panel Head / Panel	1	Safeguarding / Security Safeguarding / Child Protection	1		1	+		Until retire (or 10 years from allegation if longer) / ta
		†			Safeguarding / Child Protection				 		Dispose at end of case / ta
Malicious allecation of a child protection matter Health and safety assessments	Public data	†	Head / Panel H&S lead / teachers		Safeguarding / Security				 		Date of meeting + 3 years, t
Health and safety accident reports	Special Categories of Personal Data*	1	H&S lead / Head / site manager		Safeguarding / Security						take advice as depends on nature of event
Admissions papers (successful or unsuccessful)	Public data Special Cateopries of Personal Data* Personal Data* Personal Data		H&S lead / Head / site manager Head / SLT		Teaching and Learning /statutory returns						Date of admissions or case resolutio
Student medical records and reports	Special Categories of Personal Data**		Nurse / SLT / class teacher		Safeouarding / Child Protection						DOB
Student social service records and reports	Special Categories of Personal Data**	l	SS staff / SLT / class teacher	l	Safeguarding / Child Protection						DOB -
ial matters	Descript / Florestel Date		C40/D		Count formulation and						C
Annual accounts Purchase Orders, Invoices, Payments	Personal" / Financial Data Personal" / Financial Data		SAO/Bursar Head / Deputy		Sound financial management Sound financial management				+		Current year Current year
Records around budget management			Site manager / Bursar / SAO?		Sound financial management				+		Current year
Asset management			Site manager / Bursar / SAO7		Sound financial management						Current year
School Fund			Bursar/Head/SAO		Sound financial management						Current year
FSM* - free school meals registers	Personal" / Financial Data		Bursar/Head/SAO		Sound financial management						Current year
School meals registers	Personal" / Financial Data		Bursar / Head / SAO		Sound financial management						Current year
Records relating to school lettings	Personal" / Financial Data		Bursar / Head / SAO Bursar / Head / SAO		Sound financial management						Current year
Records relating to school maintenance	Personal" / Financial Data		Bursar/Head/SAO		Sound financial management						Current year
ss control / passwords* into systems Authorise data access / Nominated Contacts	Personal* Data		Head								Until changes in personnel or in-line with passwo
					Access to system(s)						
Password to DfE or LA systems	Personal* Data		Head/SAO		Access to system(s)						Until changes in personnel or in-line with passw
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