

GDPR Data Map

To be read in conjunction with the Information Audit

Type of Data	Do we receive it and what does it comprise?	Do we create it and what does it comprise?	Where is it kept?	How long do we keep it?	Why do we keep it?	Do we send on this type of data and why?	Do we destroy it and how?
Admissions information	Received from NCC, other schools and parents/carers. Personal information about pupils, parents and carers, and contacts.	Personal information on pupils is regularly reviewed and updated. Parents/carers/pupils are kept informed about the information held about them	Electronically kept on school admin computer in school office. Paper records kept in school office in secure files.	Paper records are kept for the time a pupil is on roll. Electronic records are kept	Statutory requirement for business purposes only	Information shared with DfE, Local Authority and other schools when a pupil moves schools.	No.
Attendance registers	Electronic attendance figures received from other schools	Attendance is logged daily registers are kept securely	Electronic attendance records are kept on the school administration system	30 years	Statutory requirement for business purposes only	Attendance figures are collected by DfE & Local Authority and sent on to the next school in the cycle	No
Curriculum information	Pupil progress reports and assessments received from a pupil's previous school	Pupil progress reports/work/assessments working records	Electronically in individual pupil record on office computer. Copies of pupil reports/assessments/results kept in individual files in the office. Assessment records kept in classroom by teacher in individual folder SEN information kept by Headteacher in her office	For the duration of the pupil's time on roll	Record keeping required for the purpose of our business	Individual files are sent to the next school. An information transfer form is sent signed for and returned	no
Safeguarding	Safeguarding/child protection information is received from previous schools from Social Services and other professional services	Reviews and updates issues arising	Securely in the Headteacher's office in individual files	For the duration of the pupil's time on roll	Record keeping required for the purpose of our business	Records shared with professional bodies and other schools when pupil leaves school	no
Photographs	Not received	Photos of pupils work, events, activities, educational development, shows, concerts, dances, etc School photographer	Icloud School office computer Class ipads/cameras Photo discs kept in safe in headteacher office	For the duration of the pupil's time on roll at this school	Records kept required for the purpose of our business	Photographs are not	
Payment systems	School uses Teachers2Parents/School Money payment system	Cheques/cash received for payment for uniform, school trips, etc. Banking information not kept	n/a	n/a	n/a	n/a	n/a

