



St Francis Catholic Primary School

DATA MAPPING

PD = Personal Data **SC = Special Category Data.**

Personal Data: includes identification of individuals from identifiers – NI numbers, location data

•**Special Category Data:** (was sensitive personal data) now includes biometric data (e.g. fingerprint scanning).

For **personal** data schools are likely to use the following legal basis:

- Performance of a contract with data subject (e.g. for staff data).
- Compliance with a legal obligation (e.g. legally obliged to keep parents contact details).
- Protection of vital interests. (E.g. child protection)
- Necessary for performance of public interest tasks. (Awaiting guidance) – educating pupils on behalf of DFE
- Consent (only rely on if nothing else applies).

Can only use **Special Category Data (SCD)** if one of following conditions apply:
(These are conditions most relevant to schools)

- Necessary and authorised by law for employment obligations.
- Protect vital interests and consent not feasible.
- Necessary for establishing, exercising or defence of legal rights.
- Substantial public interest (still subject to change in DP Bill) requires organisation to have a DP policy.
- Explicit consent.

Pupil Data											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Pupils	Pupil Admission Forms including Pupils name, Date of Birth, Address, telephone numbers, email addresses, contact details, parent details, SEND details, previous education history, medical details, ethnicity, sex, religion	X	X	Paper form completed by parent and inputted into MIS [and any other system used]	To administer pupil education and welfare	Legal Obligation / Public Task	Cloud storage / MIS Paper copy in locked filing cabinet Tapestry, Free school meal system, (remote backup), MIS, Medical Tracker (cloud based), special diet information sheets, MIS (register/lunch ordering- cloud based, Photo displays, classroom displays, SPAG.com	Yes	Relevant school personnel and agencies if necessary / CES / Children’s Services / Parent support advisor (with consent) / EMTAS / School nurse / MIS / Residential venues (with consent) / PTA (with consent)	Admin Staff School Leader Class Teacher Cloud storage personnel External IT personnel maintaining IT systems.	In accordance with retention schedule
Pupils	Pupil Records	X	X	Paper and electronic on MIS [and any other system used]	To administer pupil education and welfare	Legal Obligation / Public Task	MIS, Paper copy in locked filing cabinet, Cloud storage	Yes	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	Admin Staff School Leader Form Teacher Cloud storage personnel External IT personnel maintaining IT systems.	In accordance with retention schedule
Pupils	Emergency Contact Details	X		Paper form completed by parent and inputted into MIS [and any other system used]	To administer pupil education and welfare	Public Task	Kept on pupil record/ MIS / contact file in the office and HTs Emergency plan file / Cloud Storage	Yes This would go out on school trips etc.	Relevant school personnel	Admin Staff School Leader Form Teacher	In accordance with retention schedule
Pupils	Parent emails	X		Generated by the school or collected via paper form	To administer pupil education and welfare	Public Task	MIS	Yes _ MIS servers (secure)	School staff and pupils	School staff and pupils	In accordance with retention schedule

					School communication system						
Pupils	Parent Mobile Number	X		Paper or electronic on to school database	To administer pupil education and welfare	Public Task	MIS/ Cloud Storage / Paper copy in locked filing cabinet / MIS	Yes	Relevant Staff	Relevant Staff with permission	In accordance with retention schedule
Pupils	Permission Slips	X		From parent / Paper or electronic on to school database	To administer pupil education and welfare	Legal Obligation / Public Task	MIS / Cloud Storage / Paper copy in locked filing cabinet	Yes (trip)	Staff	Staff	In accordance with retention schedule
Pupils	Pupil Census	X	X	From MIS/ paper copy in locked file	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	MIS	Yes	Local Authority DfE	Admin staff	In accordance with retention schedule
Pupils	Exam Results	X		Paper form / Electronic portal	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Paper copy filed / stored on MIS	Yes	Local Authority DfE	School Leaders Admin staff with pupil access	In accordance with retention schedule
Pupils	Assessment Data	X		Paper form / Pupil Database	To administer pupil education and welfare	Legal Obligation / Public Task	Kept on pupil record/ MIS/ D-Tracker/ Cloud Storage	Yes	Local Authority DfE	School Leaders Admin staff with pupil access	In accordance with retention schedule
Pupils	SEND Information		X	Paper form and electronic	To administer pupil education and welfare	Legal Obligation / Public Task	Pupil records/ MIS	Yes	Local Authority and DfE Multi-agencies Including speech and language, family support workers	School Leaders Staff SENCO	In accordance with retention schedule
Pupils	CCTV Images	X		View only – not recorded	Security measures	Public Task	Not stored	n/a	n/a	School Staff with relevant permissions	n/a
Pupils	Pictures	X		Schools Digital equipment School photographer	Identification Displays Publications	Consent for publication Public Tasks for identification	Paper Display boards School server	Yes [with consent]	Public	School Staff Public	In accordance with retention schedule
Pupils	Attendance Data	X		Paper Electronically	To administer pupil education and welfare. Emergency evacuation.	Legal Obligation / Public Task	Paper MIS	No	Local Authority Welfare officer School Staff Ofsted Attendance legal panel	School Staff Attendance Officers Education Welfare Officers	In accordance with retention schedule
Pupils	Pupil Work	X		Paper Electronically	To administer pupil education and welfare	Public Task	Display boards Paper records Electronic records	Yes	School Staff Parents	School Staff	In accordance with retention schedule
Pupils	Grant applications including Free School Meals	X		Paper Electronically	To administer pupil education and welfare	Legal Obligation / Public Task	Paper Electronically	No	Local Authority	School Staff	In accordance with retention schedule
Pupils	School Meal registers	X		Paper Electronically	To administer pupil education and welfare	Public Task	Paper Electronically Biostore	No	Admin Staff Kitchen/Lunchtime Staff/MIS	School Staff Kitchen/Lunch time staff/Biostore	In accordance with retention schedule

Pupils	EHC Plans		X	From various Agencies	To administer pupil education and welfare	Legal Obligation / Public Task	Electronically and paper form.	No	Local Authority/ Children's Services	Senior Leadership. Designated Safeguarding Officer/ SENCO / Team/ Teacher	In accordance with retention schedule
Pupils	School Trip Information including name, medical, emergency contact details	X	X (medical)	Paper. Electronically.	To administer pupil education and welfare	Public Task	Paper. Electronically School Database	Yes	Agent running trip e.g. PGL School Staff	School Staff	In accordance with retention schedule
Pupils	Child Protection Files		X	Various Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper Electronically School Database	Only if required for CP conference in locked briefcase	Local Authority	Senior Leadership. Designated Safeguarding Officer. Team/ Teacher	In accordance with retention schedule
Pupils	Administration of Medicine	X	X (medical)	Paper record completed by parent / Staff	To administer pupil education and welfare	Public task	Paper records / Medical Tracker (cloud storage)	Yes (school trips)	Trained School Staff	Relevant school staff	In accordance with retention schedule
Pupils	Physical Intervention / Violent Incident / Accident investigation	X		Paper record	To administer pupil education and welfare	Public task	Paper records	Yes	School staff / Children's Services	Senior Leadership. Designated Safeguarding Officer/ SENCO / Teacher	In accordance with retention schedule
Parents	Any details regarding parents	X		Correspondence	To administer pupil education and welfare	Public task	Stored in filing system	No	School staff	School staff	In accordance with retention schedule
Visitor / Volunteer / Contractor											
Visitor	Visitor Signing in Books	X		Paper form	Safeguarding Emergency evacuation	Public Task	Reception	No	Admin Staff	Admin Staff	In accordance with retention schedule
Visitor / Volunteer / Contractor	DBS Checks	X	X	Electronic forms	safeguarding	Legal obligation / Public Task /vital interests	DBS number stored on Single Central Register	Yes	DBS Processor RBWM, trained school admin staff	Results shared with school	In accordance with retention schedule
Volunteer / Contractor	Contact details	X		Paper form / provided on invoice	To administer pupil education and welfare	Public Task	Stored on paper record	No	School admin staff	School admin staff	In accordance with retention schedule

Staff											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Staff	Staff application form including name, Date of Birth, Address, telephone numbers, email addresses, contact details, next of kin details, bank details, NI numbers, medical details, previous education history, previous employment details, references, medical details, ethnicity, sex, religion	X	X	Paper or online form completed by data subject and stored on MIS / SPS/ITRENT	For employment purposes Some names on policies and website Names on certificates	Performance of a contract Legal obligation	Employee Database within school (MIS / Schools Personnel Service / SWR	No except Yes (Names on website)	Head of School Line Manager / School Business Manager / Schools Personnel Service / Accountants/Auditors	School Leader Line Manager HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Absence Data	X	X (if contains Medical)	Paper form or via email	For employment purposes	Performance of a contract	Employee Database within school (MIS) staff paper file kept in secure location Payroll software with SPS	No	Head of School/School Business Manager Payroll Provider - Occupational Health	Head of School/ School Business Manager/ admin with HR responsibility	In accordance with retention schedule
Staff	Pre-employment Checks	X		Paper and electronic	For employment purposes	Performance of a contract	Employee Database within school (MIS) staff paper file kept in secure location	No	Head of School/ School Business Manager. Occupational Health Provider	Head of School/ School Business Manager	In accordance with retention schedule
Staff	DBS Checks		X	Electronic forms	For employment purposes and legal obligation	Legal obligation / Performance of a contract/vital interests	DBS number stored on MIS/ Single Central Register	Yes	DBS Processor RBWM/ trained admin officer in school office	Results shared with Head of School/ School Business Manager	In accordance with retention schedule
Staff	DBS Risk assessments		X	Paper form completed by school personnel	For employment purposes and legal obligation	Performance of a contract	Staff record file kept in secure location	No	Head of School/ School Business Manager	Head of School/ School Business Manager	In accordance with retention schedule
Staff	Next of kin information	X		Paper form completed by data subject	For employment purposes	Performance of a contract / Public task	Employee Database within school (MIS) staff paper file kept in secure location	No	Head of School/ School Business Manager / admin with HR responsibility Relevant admin personnel	Head of School/ HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Car details	X		Paper form or email completed by data subject	For employment purposes	Performance of a contract / public task	Employee Database within school (MIS) staff paper file kept in secure location	No	Head of School/ School Business Manager / admin with HR responsibility Relevant admin personnel	Head of School/ HR Manager / admin with HR responsibility	In accordance with retention schedule

Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (MIS)Schools Personnel Service (SPS) staff paper file kept in secure location	Yes	School Leader Line Manager HR Manager / admin with HR responsibility Relevant admin personnel	Head of School/ HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Occupational checks and health referrals		X	Paper form or electronic form	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in a secure location	Yes	Head of School/ HR Manager / admin with HR responsibility. Occupational Health at SPS	Head of School/ HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Performance management records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school / staff paper file kept in secure location	No	School Leader/School Business Manager	Head of School/ HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	CPD records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school / staff paper file kept in secure location	No	School Leader/School Business Manager	Head of School/ HR Manager / admin with HR responsibility	In accordance with retention schedule
Staff	Lesson observations	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Paper records kept in a secure location Staff paper file in a secure location	No	School Leader	School Leader	In accordance with retention schedule
Staff	Staff files	X	X (potentially If medical)	Paper or electronic information management system	For employment purposes and legal purposes	Public task / Performance of a contract	Employee Database within school (MIS/ any other system used)) staff paper file kept in secure location	No	School Leader/ School Business Manager	Head of School/ School Business Manager	In accordance with retention schedule
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	School server & Cloud	No	School Leader /School Business Manager / admin with HR responsibility Relevant admin personnel	School Leader/School Business Manager / admin with HR responsibility / safeguarding governor	In accordance with retention schedule
Staff	Absence Data	X		Paper or electronic form	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (MIS) staff paper file kept in secure location	Yes	School Leader/School Business Manager / admin with HR responsibility Relevant admin personnel Payroll Provider (	School Leader/School Business Manager /admin with HR responsibility	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Secure files on server (password protected). Paper records kept in secure location	Yes	School Leader/School Business Manager / Payroll Provider	School Leader/School Business Manager	In accordance with retention schedule

Staff	Pension forms	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in a secure location	Yes	School Leader/School Business Manager / Payroll Provider	School Leader/School Business Manager. SPS	In accordance with retention schedule
Staff	Staff pictures and images	X		Digital pictures, camera	Employment, promotional	Public task / Consent (depending on how and where used)	School drive Cloud Staff display board	Yes	School Leader School Business Manager/Office Manager	School Leader School Business Manager/Office Manager	In accordance with retention schedule
Staff	CCTV images	X	X	Digital systems	Safeguarding Security	Public Task	Not recorded – view only	No	View only by reception/admin staff for gate security/medical room	Off ice/ admin staff	In accordance with retention schedule Recorded over after 1 month unless downloaded
Staff	Business Interest Forms including conflicts	X		Paper form,	Governance	Performance of a contract	School drive, paper copies in file, website	No	Governors / School Leader	School Leaders / Clerk / Admin Staff / Chair of Governors	In accordance with retention schedule

Governor											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Governors	Application Form name, Date of Birth, contact details,	X		Paper or online form completed by data subject and stored on (system used)	Governance	Public task / legal obligation	Database within school / paper files stored securely	No	Relevant school personnel	School Leader School Business Mna	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored on Single Central Register	Yes	DBS Processor RBWM, trained office staff	Results shared with Head/trained admin	In accordance with retention schedule
Governors / Parent / Staff / Pupil	Complaints	X		Complaints Procedure – Paper form or in writing	To deal with complaints	Public Task / legal obligation	Paper file in school	No	School Leader Clerk Governors Trust	Chair of Governors	In accordance with retention schedule
Governors	Business Interest Forms	X		Paper Form	Governance	Public Task	Website / School database / Clerks computer	Yes	School Leader Clerk Governors Trust	Chair of Governors /Trustees/ Clerk / School / Public	In accordance with retention schedule
Governors	Election papers	X		Paper Form	Governance	Public Task / legal obligation	Paper File	Yes	School Leader Clerk Governors Parents	Chair of Governors / Clerk /Head Teacher	In accordance with retention schedule

Governors	Training Records	X		Paper / Electronic Form	Governance	Public Task	Paper File / School database/Clerk's computer	Yes	School Leader Clerk Governors	Chair of Governors / Clerk / Head Teacher	In accordance with retention schedule
Governors	Meeting Attendance	X		Paper Form / Electronic Form	Governance	Public Task / Legal obligation	Paper File / School Database/ Clerk's computer / website	Yes	School Leader Clerk Governors Trust	Chair of Governors/ trustees / Clerk /School / Public	In accordance with retention schedule