

Hatch Warren Infant School - June 2022

Hatch Warren Infant School Data Mapping

Data is categorised as either:

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 the legal basis for collecting the data is:

- 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.
- Consent (only rely on if nothing else applies).

Special Category Data (SCD) can only be collected if one of following conditions apply:

- 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.

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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/carer and inputted into SCHOOLPOD / T2P / School Money	To administer pupil education and welfare	Legal Obligation	SCHOOLPOD T2P Parents Evening School Money Paper copy in locked cupboard	Yes	Relevant school personnel, including HCC for statutory returns, agencies as necessary e.g. hospitals	Admin Staff School Leader Class Teacher SCHOOLPOD MIS Inspired IT - external IT company	In accordance with retention schedule
Pupils	Pupil Records	X	X	Paper and electronic on SCHOOLPOD	To administer pupil education and welfare	Legal Obligation	SCHOOLPOD Paper Copy locked in filing cabinet	Yes	Relevant school personnel including HCC for statutory returns, agencies if necessary - passed onto new schools when pupil leaves	Admin Staff School Leader Class Teacher SCHOOLPOD MIS Inspired ICT	In accordance with retention schedule
Pupils	Emergency Contact Details	X		Paper form completed by parent and inputted into SCHOOLPOD	To administer pupil education and welfare	Public Task	Kept on pupil record/ SCHOOLPOD / Eduspot	Yes - would go out on school trips	Relevant school personnel	Admin Staff School Leader Class Teacher Eduspot	In accordance with retention schedule

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Pupils	Pupils emails	X		Generated by the school	To administer pupil education and welfare	Public task	Schools email and database	No	School staff and pupils	School staff and pupils	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	SCHOOLPOD/ Paper copy in locked filing cabinet. Scan from this year	Yes - would go out on school trips	Admin Staff School Leaders Class Teacher/Trip Leader	Admin Staff School Leaders Class Teacher/Trip Leader	In accordance with retention schedule
Pupils	Pupil Census	X	X	From SCHOOLPOD	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	SCHOOLPOD	Yes	Local Authority DfE	Admin staff	In accordance with retention schedule
Pupils	Assessment data e.g. KS1 Data/Phonics/ EYFS	X		Paper form/Excel/ SCHOOLPOD	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Kept on pupil record/ SCHOOLPOD/ Electronically stored offsite as a backup by IT provider and HCC	Yes	Local Authority DfE	School Leaders Class Teachers Admin staff	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/ SCHOOLPOD	Yes	Local Authority and DfE Multi-agencies Including speech and language, family support workers	School Leaders Admin Staff Teaching Staff SENCO	In accordance with retention schedule
Pupils	CCTV Images	X		Electronically	Security measures	Public Task	Electronically	No	School Police if requested via DP2	Site Manager Admin Staff School Leaders	In accordance with retention schedule
Pupils	Pictures	X		Tempest Schools Digital equipment	Identification Displays Publications	Consent for publication Public Tasks for identification	Paper SCHOOLPOD School Money Photography Display boards School website	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 SCHOOLPOD Electronically stored offsite as a backup by	No	Local Authority School Staff	School Staff Attendance Officers Education Welfare Officers	In accordance with retention schedule

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							IT provider and HCC				
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 on School Money	No	Admin Staff Kitchen/ Lunchtime Staff School Staff School Money	School Staff Kitchen Lunch time staff	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. CPOMS/SCHO OLPOD Electronically stored offsite as a backup by IT provider and HCC	No	Local Authority/ Children's Services/ Agencies as applicable EHC hub	Senior Leadership. Designated Safeguarding Officers/ SENCO / School Staff	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. - being phased out. Electronically School Database	Yes	School Staff Eduspot	School Staff	In accordance with retention schedule
Pupils	Child Protection Files		X	Various Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Electronic School Database CPOMS	No	Local Authority CPOMS	SMT DSL 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	No	School Staff / School nursing service /	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	Electronic with HCC/HSE as required	Yes	School staff / Children's Services	Senior Leadership. Designated Safeguarding Officer/ SENCO / Team/ Teacher	In accordance with retention schedule

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Pupils	Online educational resources (forename and surname only)	x		Electronically	To enable children to access programs online	Legal obligation	Electronic with companies	No	Purple Mash Education City My Maths Language Link Supersonics Phonics Friends Bug Club Libresoft (Library Software) Text Drivers English Support Clicker 8 Class Dojo	School staff	In accordance with retention schedule
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Parents	Any details regarding parents	X		Correspondence	To administer pupil education and welfare	Public task	Stored in filing system /SCHOOLPOD/ EDUSPOT/CPO MS Electronically stored offsite as a backup by IT provider and HCC	No	School staff	School staff	In accordance with retention schedule
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Visitor / Volunteer / Contractor

Visitor	Visitor Sign in software	X		Electronic form	Safeguarding Emergency evacuation	Public Task	Reception - Sign in App	Yes	Admin Staff Sign in App	Admin Staff	In accordance with retention schedule
Visitor / Volunteer / Contractor	DBS Checks	X	X	Electronic forms	Safeguarding	Legal obligation / Public Task	DBS number stored electronically on Single Central Register	Yes	DBS Processor Senior Admin Assistant and Officer LT Educational Personnel Services Safeguarding governor	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/electronically	No	School staff	School staff	In accordance with retention schedule

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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 IBC SCHOOLPOD Electronic personnel file	For employment purposes	Performance of a contract	Electronic personnel files Employee Database within school (SCHOOLPOD) Electronically stored offsite as a backup by IT provider and HCC IBC	No	LT SMT/Office Manager Governors	LT SMT Office Manager	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	Electronically stored offsite as a backup by IT provider and HCC IBC Payroll software	No	LT SMT/Office Manager Occupational Health IBC EPS	LT SMT/Office Manager Occupational Health IBC EPS	In accordance with retention schedule

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Staff	Pre-employment Checks	X		Paper and electronic	For employment purposes	Performance of a contract	Paper File stored in secure location	No	LT SMT/Office Manager Occupational Health Safeguarding governor	LT SMT/Office Manager Occupational Health	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 SCR	Yes	DBS Processor Officer Manager EPS Safeguarding governor	Results shared with LT Office Manager EPS	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	LT Office Manager	LT Office Manager	In accordance with retention schedule
Staff	Next of kin information	X		Paper form completed by data subject / Electronic on IBC	For employment purposes	Performance of a contract / Public task	Staff paper file kept in secure location Electronic on IBC and Schoolpod	No	LT Office Manager	LT Office Manager	In accordance with retention schedule
Staff	Car details	X		Paper form completed by data subject / Electronic on IBC	For employment purposes	Performance of a contract / public task	SCHOOLPOD	No	LT Office Manager	LT Office Manager	In accordance with retention schedule
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in secure location / Electronic secure personnel file	Yes	LT Office Manager Occupational Health Team	LT Office Manager Occupational Health Team	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 / Electronic secure files	Yes	LT Office Manager Occupational Health Team	LT Office Manager/Occupational Health Team	In accordance with retention schedule

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Staff	Performance management records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Staff paper file kept in secure location Electronic file / Electronic secure files	No	LT Office Manager	LT Office Manager Pay and Performance management governors (anonymised only)	In accordance with retention schedule
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Staff	CPD records	X		Paper or electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Staff paper file kept in secure location	No	LT Office Manager	LT Office Manager	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	HT/DH Class teacher	HT/DH	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	SCHOOLPOD IBC Staff paper file kept in secure location and secure electronic personnel file	No	LT Office Manager	LT Office Manager	In accordance with retention schedule
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	Electronically stored on Computer	No	LT Office Manager Safeguarding Governor Admin Staff	LT Office Manager Safeguarding Governor Admin Staff	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	IBC HCSS	Yes	LT Office Manager	LT Office Manager Finance governor	In accordance with retention schedule
Staff	Pension forms	X		Paper and electronic forms	For employment purposes and legal purposes	Performance of a contract	IBC	Yes	LT Pension provider Payroll Office Manager	LT Office Manager Payroll Pension Provider	In accordance with retention schedule

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Staff	Staff pictures and images	X		Digital pictures, camera	Employment, promotional	Public task / Consent	Electronically on school system SCHOOLPOD Cloud Website Paper form notice boards and id badges	Yes - with consent	LT Admin staff All school staff	LT Admin Staff All school staff	In accordance with retention schedule
Staff	CCTV images	X	X	Digital systems	Safeguarding Security	Public Task	Electronically on school system	Yes	LT Site Manager	LT Site Manager	In accordance with retention schedule
Staff	Pecuniary Interests	X		Paper form or electronic form	Governance	Performance of a contract	Electronically on school system. Paper copies in secure file	No	Governors /LT	LT / Clerk / Admin Staff / Chair of Governors	In accordance with retention schedule

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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	Governance	Public task / legal obligation	Paper record	No	HT Clerk to governors Office manager Governor responsible for governor vacancies	Admin Staff HT Clerk to governors Governor responsible for governor vacancies	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored on paper file and electronically on SCR	Yes	DBS Processor Stacey Davis Safeguarding governor Chair of governor Clerk to governors	Admin Staff HT Clerk to governors Chair of governors	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 / Clerk's Computer	No	HT Clerk Governors (*depending on complaint and who against)	Chair of Governors HT *	In accordance with retention schedule
Governors	Pecuniary Interest Forms	X		Paper Form	Governance	Public Task	Paper/ Clerks computer	Yes	HT Clerk Governors	Chair of Governors / Clerk / School / Public	In accordance with retention schedule
Governors	Election papers	X		Paper Form	Governance	Public Task / legal obligation	Paper File	Yes	HT Clerk Governors Parents	Chair of Governors / Clerk HT for staff election papers plus governors who may assist in counting of parent governors	In accordance with retention schedule
Governors	Training Records	X		Electronic Form	Governance	Public Task	Governor website	Yes	HT Clerk Governors	Chair of Governors / Designated	In accordance with retention schedule

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										Training Governor/Clerk /HT	
Governors	Meeting Attendance	X		Paper Form / Electronic Form	Governance	Public Task / Legal obligation	Paper File / Clerk's computer Governor website	Yes	HT Clerk Governors Public via website	Chair of Governors / Clerk/ School / Public	In accordance with retention schedule