

GDPR information table - PUPIL

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 (eg fingerprint scanning)

Category of personal data including reference to a category of data subject e.g. employees, pupils, staff and so on.	What are the sources of this category of personal data?	Identify any means used to collect this information (such as a consent form or online portal)	Individual or team with "ownership" of the data	For what purposes is this category of personal data held or used?	Who can access the personal data and with whom is it shared? This includes internally, third parties (such as contractors), outside agencies and so on	For how long is this category of personal data kept?	Where is this data kept and what measures are in place to keep this category of personal data secure?	The legal ground(s) for processing this category of personal data e.g. consent, compliance with legal obligation? Include any supporting evidence, e.g. copy of consent form or privacy notice. [see all legal grounds at foot of table]
Description of Data*								
Pupil Data 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	Parent, PCC	Registration form, parent contact sheet Cohort/new starts – updated when changed.	Admin	To administer pupil education and welfare	Access: HT, AO, CT, Staff Shared: Outside agencies as required/necessary Offsite backup with third party (encrypted)	In accordance with current regulations.	Paper copies in locked filing cabinet and on SIMs digital server	Necessary for compliance with a legal obligation
Emergency Contact Details	Parent	Registration form, parent contact sheet Cohort/new starts – updated when changed.	Admin	To administer pupil education and welfare	Access: HT, AO, CT, Staff Shared: PCC, School Nurse, SIMS, T2P,	In accordance with current regulations.	Paper copy in locked filing cabinet and on SIMs Password protection, restricted access, locked cabinets	Necessary for compliance with a legal obligation
Medical conditions & dietary requirements	Parent Protocols from school nurse/hospital/Dr	Registration form, parent contact sheet, verbal, protocol Cohort/new starts – updated when changed.	Admin	To administer pupil education and welfare	Access: Relevant staff Shared: Outside agencies as required, School Nurse, ISS etc	In accordance with current regulations.	On site in school office, SIMS, class registers and staff noticeboard	Necessary for compliance with a legal obligation
Administration of Medicine	Parent	Consent form	Admin	To administer pupil education and welfare	Access: Admin staff Shared: CT/School nursing staff	In accordance with current regulations.	Paper copy in locked filing cabinet	Necessary for compliance with a legal obligation
Attendance Data	Parents, SIMS Manager/SENCO	LOAF, attendance registers,	HT, AO, SENCO	To administer pupil education and welfare. Emergency evacuation	Access: HT, AO, CT, PCC Shared: Attendance team as required.	In accordance with current regulations.	SIMs, Copies of letters/form held in locked filing cabinets in school office Password protection, restricted access, locked cupboards.	Necessary for compliance with a legal obligation

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Attendance Register	Parents, Admin Staff	LOAF, attendance registers,	Sims Manager	To administer pupil education and welfare. Emergency evacuation	Access: HT, AO, CT, PCC	In accordance with current regulations.	Official registers kept in archive and restricted access.	Necessary for compliance with a legal obligation
Absence Book/Message Book	Parents	Parent message/phone call	Admin Team	To administer pupil education and welfare	Access: HT, Staff as required Shared: CT	In accordance with current regulations.	On site in school office. Absences entered into registers and onto SIMs	Necessary for compliance with a legal obligation
SEND Information	Authorised contact within the school/outside agencies	Paper form and electronic	SENCO	To administer pupil education and welfare	Access: HT, CT, SENCO, School Leaders, Staff Shared: Local Authority, DfE, Multi agencies including speech and language, family support workers	In accordance with current regulations.	SENCO Database, SIMS	Necessary for compliance with a legal obligation
FSM/PP/LAC	Parent/PCC – Local Authorities	PCC Universal Infant Free School Meal form Electronic notification from outside agencies	Admin	To administer pupil education and welfare	Access: HT, CT, Admin Staff Shared: Outside agencies as required/Local authority	In accordance with current regulations.	In classrooms (pupil profiles), SIMS, Forms, letters kept in locked filing cabinets Password protection, restricted access,	Necessary for compliance with a legal obligation
School Meal Registers	Parent	Paper registers – consent		To administer pupil education and welfare	Access: Admin Staff, class and lunchtime staff, kitchen Shared: Outside catering company (ISS)	In accordance with current regulations.	Paper registers kept in office.	Necessary for a task in the public interest
Photos/Video/Audio Recording	Authorised contact within the school/School photographer/Press	Consent forms	Admin	Safeguarding, basic administration	Access: HT, CT, AO, Staff Shared: School photographer, Outside agencies as required, School website, newsletter	In accordance with current regulations.	SIMs Digital server, On site around school	Consent
Permission Slips	Parent	Consent form		To administer pupil education and welfare	Access: HT, CT, Admin, Staff Shared: As required	In accordance with current regulations.	Paper copy kept in locked filing cabinet. Non trip slips on SIMs. Restricted access.	Necessary for compliance with a legal obligation

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School Trip Information	Parent, Electronically	Consent form		To administer pupil education and welfare	Agent running trip, school staff	In accordance with current regulations.	Paper copy in locked filing cabinet, Electronically on school database	Necessary for compliance with a legal obligation/legitimate interest
Child Protection Files	Authorised contact within the school/Outside Agencies	From various outside agencies	DSL	To administer pupil education and welfare	Access: DSL/HT Shared: Outside agencies as required/Local Authority/Police etc	In accordance with current regulations.	Files secured in locked filing cabinet.	Vital interests of the data subject or another person
Violent Incidents	Authorised contact within the school	As required– updated when changed.		Safeguarding	Access: DSL/HT/AO/GB Shared: Outside agencies as required	In accordance with current regulations.	On site in school office	Vital interests of the data subject or another person
Physical Intervention	Authorised contact within the school	As required– updated when changed.		Safeguarding	Access: HT/AO/CT/Staff Shared: Outside agencies as required	In accordance with current regulations.	On site in school office	Vital interests of the data subject or another person
Racist Incident	Authorised contact within the school	As required– updated when changed.		Safeguarding	Access: HT/AO/CT Shared: Outside agencies as required	In accordance with current regulations.	On site in school office	Vital interests of the data subject or another person
Accident Reports	Authorised contact within the school	As required– updated when changed.		Safeguarding, future claims, investigations	Access: HT, CT, AO Shared: Outside agencies as required (RIDDOR, PCC)	In accordance with current regulations.	On site in school office	Necessary for compliance with a legal obligation
Reports to parents (feedback, personal letters) Newsletters	Authorised contact within the school	As required– updated when changed.		Updating parents, parental consultations	Access: HT, CT, AO Shared: Feeder/new school	In accordance with current regulations.	CT/Digital??	Necessary for compliance with a legal obligation
Individual SATs Papers	Authorised contact within the school	As required		Required – legal obligation	Access: HT, CT, AO Shared: n/a	In accordance with current regulations.	On site in classrooms	Necessary for compliance with a legal obligation
Individual SATs Results	Authorised contact within the school	As required		Required – legal obligation	Access: HT, CT, Admin Shared: Gov/STA	In accordance with current regulations.	SIMs/Pupil Tracker	Necessary for compliance with a legal obligation
CCTV	Authorised contact within the school	CCTV cameras		Safeguarding, identifying crimes!	Access: HT, CT, Admin Shared: With staff, police as required	In accordance with current regulations.	School office. Password protected.	

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EHC Plans	Various agencies	Meetings, observations, reports	SENCO	To administer pupil education and welfare	Access: SLT, designated staff Shared: Local Authority/ Children's Services	In accordance with current regulations.	SENCOs Office, Class	To administer pupil education and welfare
Pupil Work	Pupil	Lessons, on-line portals, paper, electronically	CT	To administer pupil education and welfare	Access: HT, CT Shared: With staff	In accordance with current regulations.	In classes	Necessary for compliance with a legal obligation/legitimate interest

Legal grounds

- **Consent**
- **Necessary for a contract**
- **Necessary for compliance with a legal obligation**
- **Vital interests of the data subject or another person**
- **Necessary for a task in the public interest**
- **Legitimate interests (if not carrying out public authority tasks)**

HT = Head teacher

CT = Class teacher

T2P = Teachers to Parents

GB = Governing body