



Lyndhurst Junior School



King's Group
Academies

GDPR information table – PARENT/GUARDIAN

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]
Parent Details	CTF, Parent, PCC	Registration form, parent contact sheet	Admin	Safeguarding, basic administration, registration	Access: HT, AO, CT, Staff Outside agencies as required.	In accordance with current regulations.	Locked cupboards, SIMs Password protection, restricted access, locked cupboards	Necessary for compliance with a legal obligation
Emergency contact/next of kin	Parent	Registration form, parent contact sheet Cohort/new starts – updated when changed.	Admin	Safeguarding	HT, Admin	In accordance with current regulations.	Locked cupboards, SIMs Password protection, restricted access, locked cupboards	Legitimate interests
DBS	Parent (only as required)	DBS Application Form	Person with DBS responsibility	Safeguarding	HT, Person responsible for DBS in Office, Outside agencies as required (DBS Processor – PCC HR)	In accordance with current regulations.	Paper copies in locked filing cabinet in office with restricted access.	Compliance with legal obligation / DBS Codes of Practice
Single Central Register	Parent	DBS Application Form	Person with DBS responsibility	For employment and legal purposes	Person with DBS responsibility, Governor with Safeguarding responsibility Offsite backup with third party (encrypted)	In accordance with current regulations.	Electronically, password protected and with restricted access.	Compliance with legal obligation
CCTV	Authorised contact within the school	CCTV cameras	Admin	Safeguarding, identifying crimes!	Access: HT, CT, Admin Shared: With staff, police as required	In accordance with current regulations.	School office. Password protected.	CCTV