



College Park Infant School & Lyndhurst Junior School



GDPR information table - STAFF

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) When – originally & updated	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]
Personal data 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, qualifications, references, ethnicity, sex, religion	Employee	Application forms On appointment and updated whenever changed	Bursar	Contract, pay, safeguarding	Bursar Outside agencies as required (eg Payroll/HR) Offsite backup with third party (encrypted)	In accordance with current regulations.	Staff files in locked filing cabinet in office with restricted access. Electronic data password protected and restricted access.	Necessary for a contract
Emergency contact/next of kin	Employee	Locally produced request form. On appointment and updated whenever changed	Bursar	In case of accidents etc.	HT, Bursar Offsite backup with third party (encrypted)	In accordance with current regulations.	Staff files in locked filing cabinet in office with restricted access. Electronic data password protected and restricted access.	Legitimate interest
References/Pre-employment Checks	Third party	Reference request form – paper and electronic Pre-appointment	Bursar	For employment purposes	HT, GB, Interview panel, Bursar	In accordance with current regulations.	Staff files in locked filing cabinet in office with restricted access.	Necessary for a contract
DBS	Employee	DBS Application Form (every 3 years)	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	Employee	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
Pecuniary interests/Business interest forms	Employee	Paper form		Governance	Governors, HT	In accordance with	Paper copy on file	Performance of a contract.

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						current regulations.		
Medical	Employee	Application form, medical questionnaire	Bursar, HT	For employment and legal purposes	HT, GB, Interview panel, Bursar Outside agencies as required.	In accordance with current regulations.	Manual record, HR, SIMs Filing cabinet in office locked, restricted access	Performance of a contract
Injuries	Employee	Accident form	HT	For employment and legal purposes	HT, GB, Bursar Outside agencies as required.	In accordance with current regulations.	Paper copies in locked filing cabinet in office with restricted access.	Compliance with legal obligation
Absence	Employee/third party	Paper or electronic form	Bursar	For employment and legal purposes	HT, Bursar Outside agencies as required (eg HR, Payroll) Offsite backup with third party (encrypted)	In accordance with current regulations.	Paper copies in locked filing cabinet in office with restricted access. Electronically, password protected and with restricted access.	Performance of a contract
Payroll Records and payslips	Employees/Third party	Paper and electronic forms	Bursar	For employment and legal purposes	HT, Bursar Outside agencies as required (eg HR, Payroll)	In accordance with current regulations.	Paper copies in locked filing cabinet in office with restricted access. Electronically, password protected and with restricted access.	Performance of a contract
Pension Forms	Employee/third party	Paper and electronic forms	Bursar	For employment and legal purposes	Bursar Outside agencies as required (eg Hampshire Pensions)	In accordance with current regulations.	Paper copies in locked filing cabinet in office with restricted access.	Performance of a contract
Leave/maternity requests	Employee	Written request	HT	For employment and legal purposes	HT, Bursar Outside agencies as required (eg HR, Payroll)	In accordance with current regulations.	Paper copies in locked filing cabinet in office with restricted access. Electronically, password protected and with restricted access.	Compliance with legal obligation Performance of a contract
Performance Management Records	Employee/Third party	Paper or electronic form	HT	For employment and legal purposes	HT, Line Manager	In accordance with current regulations.	Manual record, Employee Database Filing cabinet office locked, restricted access	Performance of a contract
CPD Records	Employee/Third party	Paper or electronic	HT	For employment and legal purposes	HT, Line Manager,	In accordance with current regulations.	Manual record, Employee Database Filing cabinet office locked,	Performance of a contract

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							restricted access	
Lesson Observations	Employee/Third party	Paper or electronic form	HT/SMT	For employment and legal purposes	HT, Line Manager,	In accordance with current regulations.	Manual record, Employee Database Filing cabinet office locked, restricted access	Performance of a contract
Disciplinary	Employee/Third party	Paper or electronic	HT	For employment and legal purposes	HT, Bursar/GB Outside agencies as required	In accordance with current regulations.	Manual record, Filing cabinet office locked, restricted access	Performance of a contract
CCTV	Authorised contact within the school	CCTV cameras	Bursar	Safeguarding, security	Access: HT, CT, AO Shared: With staff, police as required	In accordance with current regulations.	School office. Password protected.	Public Task
Photos/Video/Audio Recording	Authorised contact within the school/School photographer/ Press	Consent forms	Staff member	Employment, promotional, 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

HT = Head teacher
AO = Admin Officer
CT = Class teacher
T2P = Communication system (texting/emails)
GB = Governing body

- 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)**