

GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SCHOOL		School Personnel																			
what	*ie GDPR defines 'special category' information as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					why		where								who			retention		risk
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Software Provider GDPR Compliant?	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How long is info held?	Comments	DPIA carried out?
Absence	Sickness, Paid/unpaid leave, Wellbeing days	SIMs, Excel, Perspective Lite, HR Connect, Capita, DfE	✓			Public Interest - on staff privacy notice		BM Office	Locked filing cabinet	SIMs, Excel	Password protected, server, remote back up	BM	BM	Not removed from site	Y	Y - Capita, HR Connect, DfE, Perspective Lite	Y	Checked and Signed by Head	Current year + 6 years		SIMS DPIA completed
Access to archived information	Hard copy & electronic forms	Word, Excel,pdf, SIMs	✓		✓	Public Interest - on staff privacy notice	Substantial public interest	Finance Room	Locked room/filing cabinet	Word, Excel,pdf, SIMs	Password protected, server, remote back up	BM, Head	BM	Not removed from site	Y	N	N	Checked and Signed by BM/Head	see IRMS for retention guidelines	Copy avail on KELS (also in GDPR File)	SIMS DPIA completed
Disciplinary & Capability	Hard copy & electronic forms	Word, Excel, SIMS	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel, SIMS	Password protected, server, remote back up	Head	Head,SLT, BM	Not removed from site	Y	Y - Chair of Governors Kent LA, HR Connect, Police	Y	Checked and Signed by Head	see page 43 IRMS Toolkit - The duration of the warning	Held on staff personal file	SIMS DPIA completed
Freedom of Information Requests	Hard copy & electronic forms	Word, Excel,pdf, SIMs	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, SIMs	Password protected, server, remote back up	Head	Head	Not removed from site	Y	Y - Applicant, Kent LA, HR Connect (DPO)		Checked and Signed by Head	Current year + 6 years		SIMS DPIA completed
General administration	Addresses, phone numbers, SIMS user created, etc	Word, Excel,pdf, SIMs	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, SIMs	Password protected, server, remote back up	BM	BM	Not removed from site	Y	Y - HR Connect, LGPS, TPS	Y	Checked and Signed by Head	Current year + 6 years		SIMS DPIA completed
Grievances and appeals	Hard copy & electronic forms	Word, Excel,pdf, SIMS	✓			Public Interest - on staff privacy notice		Electronically stored	N/A	Word, Excel,pdf, SIMS	Password protected, server, remote back up	Head	Head,SLT, Governors, BM	Not removed from site	Y	Y - Governors, HR Connect	Y	Documentation countersigned by Individual, Head and Governors	see page 43 IRMS Toolkit		SIMS DPIA completed
Insurance Claim	Personal details + claim	Insurance providers portal	✓		✓	Consent	Substantial public interest	Personnel folder in BM office	Locked filing cabinet	Insurance Providers portal	Password protected	BM	BM	Not removed from site	Y	Y - insurance broker / company	Y	Provided by staff member			
Management development and succession planning	Hard copy & electronic forms	Word, Excel,pdf, BPS, FMS, SIMS	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, BPS, FMS, SIMS	Password protected, server, remote back up	BM, Head	Head, BM, SLT, Governors	Not removed from site	Y	Y - SLT, Governors, HR Connect, Kent LA, SIP	Y	Checked and Signed by Head & Chair of Governors	Current year + 6 years		SIMS & FMS DPIA's completed
Management of apprentices	Hard copy & electronic forms	Word, Excel,pdf, SIMs, Apprentice Portal	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, SIMs, Apprentice Portal	Password protected, server, remote back up	BM	Head, BM	Not removed from site	Y	Y - HR Connect, KCC/ Training Provider	Y	Checked and Signed by Line Manager	Termination of contract + 6 years		SIMS DPIA completed
Management of leavers	Resignations, retirement, redundancies, dismissal, death	Word, Excel,pdf, SIMs, BPS, HR Connect, Capita	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, SIMs, BPS, HR Connect, Capita	Password protected, server, remote back up	BM	Head, BM	Not removed from site	Yes	Y - SLT, Governors, HR Connect, Capita, Kent LA	Y	Checked and Signed by Head	Termination of contract + 6 years		SIMS DPIA completed
Management of other life events	Maternity leave, paternity leave, flexible working requests, adoption leave	Word, Excel,pdf, SIMs, BPS, HR Connect, Capita	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, SIMs, BPS, HR Connect, Capita	Password protected, server, remote back up	BM	Head, BM	Not removed from site	Yes	Y - SLT, Governors, HR Connect, Capita, Kent LA		Checked and Signed by Head	Current year + 6 years		SIMS DPIA completed
Management of staff information	Contracts etc	Word, Excel,pdf, SIMs, BPS, HR Connect, Capita	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel,pdf, SIMs, BPS, HR Connect, Capita	Password protected, server, remote back up	BM	Head, BM	Not removed from site	Yes	Y - SLT, Governors, HR Connect, Capita, Kent LA		Checked and Signed by Head	Termination of contract + 6 years		SIMS DPIA completed
Occupational Health/Long Term Sick	Hard copy & electronic forms	Word, Excel,pdf, SIMs, Occupational Health	✓		✓	Public Interest - on staff privacy notice	Substantial public interest	BM Office	Locked cupboards	Word, Excel,pdf, SIMs, Occupational Health	Password protected, server, remote back up	BM	Head,BM	Not removed from site	Yes	Y	Y	Checked and Signed by Head	Termination of contract + 6 years		SIMS DPIA completed
Pay-related	Salary levels, job descriptions, job gradings, benefit packages	Word, Excel, SIMs, HR Connect, Capital, pdf, BPS,	✓			Public Interest - on staff privacy notice		BM Office	Locked cupboards	Word, Excel, SIMs, HR Connect, Capital, pdf, BPS,	Password protected, server, remote back up	BM	Head,BM	Not removed from site	Y	Y - HR Connect, Capita, LGPS, TPS, Governors, HMRC	Y	Checked and Signed by Head	Financial year to which the payroll is run + 6 years		SIMS DPIA completed

Payroll	Hard copy & electronic forms	Word, Excel, SIMs, HR Connect, Capita, pdf, BPS	✓			Public Interest - on staff privacy notice	BM Office	Locked cupboards	Word, Excel, SIMs, HR Connect, Capita, pdf, BPS	Password protected, server, remote back up	BM	Head,BM	Not removed from site	Y	Y - HR Connect, Capita, DfE, LGPS, TPS, Governors, HMRC	Y	Checked and Signed by Head	Current year + 6 years		SIMS DPIA completed
Pensions	Hard copy & electronic forms	Capita Portal, HR Connect	✓			Public Interest - on staff privacy notice	BM Office	Locked cupboards	Capita Portal	Password protected, server, remote back up	BM	Head,BM	Not removed from site	Y	Y - SPS-Intepay, LGPS, TPS, HMRC	Y	Checked and Signed by Head	Termination of contract + 6 years		
Performance Management	Hard copy & electronic forms	Word, Excel	✓			Public Interest - on staff privacy notice	BM Office, Head Office	Locked cupboards	Restricted Area on School Server	Server password protected	Head, BM	Head, BM	Not removed from site	Y	Y - Governors	Y	Reviewee signs hard copy	Current year + 5 years		
Restructure	Management of redundancies, redeployment and retraining	Word, Excel,pdf, BPS, HR Connect	✓			Public Interest - on staff privacy notice	Head Office, BM Office	Locked cupboards	Restricted Area on School Server	Server password protected	Head, BM	Head, BM	Not removed from site	Y	Y - SLT, BM, Governors, HR Connect, Kent LA	Y	Checked and Signed by Head & Chair of Governors	see IRMS Toolkit		
Statutory returns (DfE)	including school workforce census	Word, Excel,pdf, SIMs, Perspective Lite	✓			Public Interest - on staff privacy notice	BM Office	Locked cupboards	SIMS	Server password protected	BM	Head, BM	Not removed from site	Y	Y - DfE	Y	Checked and Signed by Head	Current year + 6 years		SIMS DPIA completed
Subject Access Requests	Hard copy & electronic forms	Word, Excel,pdf, SIMs, Email	✓			Public Interest - on staff privacy notice	BM Office & Head's office	Locked cupboards	Variety of locations, such as finance, SIMS, e-mail amongst others	Server password protected	Head	Head, BM	Not removed from site	Y	Y - Applicant, HR Connect (DPO)	Y	Checked and Signed by Head	Current year + 6 years		SIMS & FMS DPIA's completed
Training	Hard copy & electronic forms	Word, Excel, CPD online, other external training providers	✓			Public Interest - on staff privacy notice	BM Office	Locked cupboards	Training portals	Password protected, server, remote back up	Head	Head, BM	Not removed from site	Y	Y	Y	Provided by trainee	Termination of contract + 6 years		

GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SCHOOL			Recruitment																		
what	*ie GDPR defines 'special category' information as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					why	where									who				retention	risk
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Software Provider GDPR Compliant	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How long is info held?	Comments	PIA carried out?
Application - successful	Personal details, education and training, employment history, equal opportunities monitoring	SIMS	✓		✓	Public Interest - on staff privacy notice	Substantial public interest	BM office	Locked filing cabinet	Kent-Teach website	Server Password Protected	School	BM, Head Teacher & SLT	Not removed from site	Yes	Y	Y	Information provided by employee/referees	Termination + 7 years		SIMS DPIA completed
Application - unsuccessful	Personal details, education and training, employment history, equal opportunities monitoring	SIMS	✓		✓	Public Interest - on staff privacy notice	Substantial public interest	BM office	Locked filing cabinet	Kent-Teach website	Server Password Protected	School	BM, Head Teacher & SLT	Not removed from site	Y	Y	Y	Information provided by employee/referees	Termination + 7 years		SIMS DPIA completed
Contract information	Personal & contract details	HR Connect forms	✓			Public Interest - on staff privacy notice		Personnel file in BM office	Locked filing cabinet	Uploaded to Payroll	External server	School	BM & Head	Not removed from site	Y	Y	Y	Information supplied by new member of staff/checked by HR Connect	Termination + 7 years		
Email account	Personal information	Office 365/SIMS	✓			Public Interest - on staff privacy notice		N/A	N/A	Cloud based	School & EIS server	School	All	Y - used on mobile devices	Y	Y	Y	BM and office staff create user accounts	Account disabled on leaving		SIMS DPIA completed
Employer Access - ex General Teaching Council	Personal information/teacher number	Employer access DfE	✓			Public Interest - on staff privacy notice		N/A	N/A	Cloud based	School & EIS server, DfE server	School	BM/Head	Not removed from site	Y	Y	Y	Provided by staff member			
Health check	Personal/health details	Occupational Health website	✓		✓	Public Interest - on staff privacy notice	Substantial public interest	Fit for work cert in Personnel file in BM office	Locked filing cabinet	Email (if used)	School & EIS server	School	BM & Head	Not removed from site	Y	Y	Y	Information provided by staff member and Occupational Health	Termination + 7 years		
Interview notes and recruitment records	Interview notes		✓			Public Interest - on staff privacy notice		BM office	Locked filing cabinet	N/A	N/A	School	Head & SLT	Not removed from site	Y	N	N	Notes taken on day of interview by HT & SLT	Date of interview + 6 months		
Next of kin	Personal details	SIMS	✓			Public Interest - on staff privacy notice		BM office	Locked filing cabinet	SIMS	Password protected	School	BM	Not removed from site	Y	N	N	Information provided by staff member	Destroyed on leaving		SIMS DPIA completed
Pay information	Personal information; bank details; hours & pay information	Capita	✓			Public Interest - on staff privacy notice		BM office	Locked filing cabinet	Uploaded to Capita	Password protected	School	BM	Not removed from site	Y	Y	Y	Data provided by employee	Data held externally/Termination +		
Pre-employment vetting information (including DBS checks)	Personal details, criminal convictions	HR Connect	✓			Public Interest - on staff privacy notice		BM Office	Personnel files and locked in filing cabinet	HR Connect	External server	School	BM & Head	Not removed from site	Y	Y	Y	Office staff and employee input data	Date of check + 6 months		
References	Personal details, previous job performance	E-mail	✓			Public Interest - on staff privacy notice		Personnel file in BM office	Locked filing cabinet	Email (if used)	School & EIS server	School	BM, Head & SLT	Not removed from site	Y	N	N	N/A	Termination + 7 years		
Right to work in the UK checks	Personal details, such as passport etc	All documents	✓			Public Interest - on staff privacy notice		Personnel file in BM office	Locked filing cabinet	N/A	N/A	School	BM	Not removed from site	N/A	N/A	N/A	Only original documents accepted	Termination of employment + 2 years		
School entry system	Name and job title	Sign in App	✓			Public Interest - on staff privacy notice		N/A	N/A	BM and admin computer, school server	Password protected	School	BM	Not removed from site	Y	N	N	Provided by staff member	Disabled on leaving		Sign in App DPIA completed
Single Central Record	Personal information, DBS check details, right to work	Excel spreadsheet	✓		✓	Public Interest - on staff privacy notice	Substantial public interest	N/A	N/A	BM computer	School & EIS server	School	BM, Head, Governors and Ofsted	Not removed from site	Y	Y	Y	Records kept up to date by BM	Delete records once left		

Staff/Governor badge	Name and photograph		✓			Public Interest - on staff privacy notice		On person	N/A	Admin computer	Password protected	School	Admin staff	Not removed from site	N/A	N/A	N/A	Records kept up to date by Admin	Destroyed on leaving		
Staff member information	Personal information, DBS check details, right to work, NI number, qualifications, ethnicity, disability information, contract information	SIMS	✓			Public Interest - on staff privacy notice		Personnel file in BM office	Locked filing cabinet	BM computer, SIMS, server	School & EIS server	School	BM	Not removed from site	Y	Y	Y	Provided by staff member from application documents	Termination + 7 years		SIMS DPIA completed

GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SCHOOL Education																					
what	*ie GDPR defines 'special category' information as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					why	where								who			retention		risk	
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Software Provider GDPR Compliant	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How long is info held?	Comments	DPIA carried out?
ACADEMIC INFORMATION																					
Class lists, computer password lists, teacher's diaries, planning, PP, Club lists, photo permissions, sports houses, ASC & BC, Lunches, UPN list, medical conditions, milk list and whole school contact	Pupil Name, Gender, DOB, Address, Contact details of parent	None		✓		Public Interest - on pupil privacy notice		Admin Office	Locked filing cabinets	Microsoft teams, server, remote back up	Password protected	Head	All staff	Not removed from site	Y	N	N	Records kept up to date by admin staff			Microsoft teams DPIA completed
Class registers, Fire registers and Dinner registers - paper	Pupil Name, DOB, Gender, Medical, Parent name and address	SIMS, SchoolMoney, Sign in App, Microsoft Teams		✓		Public Interest - on pupil privacy notice		BM Office, Admin Office	Locked filing cabinets	SIMS, SchoolMoney, Sign in App, Microsoft Teams	Password protected	Head	All staff	Not removed from site - other than Fire Register	Y	Y	Y	Records kept up to date by admin staff			SIMS, SchoolMoney, Sign in App, Microsoft Teams DPIA's completed
Enrichment Experiences/Visits	Contact lists, special dietary requirements, medical information	Microsoft Teams, SIMS, Excels, Microsoft Forms		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Held by trip leader	Shredded at end of trip, kept in bag out of site during trip and only accessed when needed	N/A	N/A	Head	Lead staff member and any other applicable staff on trip	Yes	Y	Y - such as venue	Y	Records kept up to date by admin staff	Duration of trip then shredded		SIMS, Microsoft Teams, Microsoft Forms DPIA's completed
Peg Pupil Names / book bags	Pupil Name	N/A		✓		Public Interest - on pupil privacy notice		Classrooms, coat areas and activity areas, lockers	Lockers used in some classes, not locked	N/A	N/A	Head	All staff	Not removed from site	Y	Y	Y	Book bags come from parents, peg names generated by class teacher	shredded when pupil leaves the school		
Pupil books/folders, work	Pupil Pupil Name, age, year group	None		✓		Public Interest - on pupil privacy notice		Classroom cupboards, teachers' desks, pupils' trays	First names only on books, books remain in school not sent home	N/A	N/A	Head	Teachers and SLT	Not removed from site	Y	Local schools for moderation and open evenings for parents to look at books	Y	Names generated from class list by teaching staff			
School iPad and memory cards and photos held electronically	Photos	Tapestry, Photo hard drive		✓		Public Interest - on pupil privacy notice		Pictures on walls around the school	No surnames, first name only	Tapestry, Photo hard drive	Password protected	Head	All staff	Not removed from site	Y	Y	Y	First names used only			Tapestry DPIA completed
WhatsApp/Emails/ Texts/Forms	Pupil Name, Staff Name	WhatsApp, Teachers to Parents/Microsoft Forms		✓		Public Interest - on pupil privacy notice		N/A	N/A	Cloud based	Password protected, mobile device, server, remote back up	Head	All Staff	Y - Mobile Phones	Y	Y	Y	Data accuracy by staff member			T2P, Microsoft Forms DPIA's completed
School educational software	See licence folder	See licence folder		✓		Public Interest - on pupil privacy notice		Licence agreements in BM office	Locked filing cabinets	Staff computers & laptops	Password protected, server, remote back up	Head	All staff	Not removed from site	Y	Y	Y	Records kept up to date by admin staff			TTRS, Renaissance DPIA's completed
School Network Logins	Full name, department, mixed name	IT network		✓		Public Interest - on pupil privacy notice		Electronically stored	N/A	School curriculum server/ Remote backup at EIS	Password protected, server, remote back up	Head	BM	Not removed from site	Y	N	N/A	Checked as pupils/staff join and leave			
MEDICAL																					

Early Help Referral/School Nurse Referrals/ Front Door Referrals	Pupil Name, Address Medical information, all professionals, behavioural, family situation	Microsoft Office, Early Help Portal		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Staffroom medical display, BM & Admin office	N/A	Microsoft Office, Early Help Portal	Password protected, server, remote back up	Head	SLT & SENCO	Not removed from site	Y	Y	Y	Information taken directly from schools latest MIS			
Healthcare Plans	Pupil Name, DOB, photo, gender, medical information, Medical professionals	SIMS & Microsoft Teams		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Office cupboard, classrooms	Locked filing cabinets, display only has pupil first name	SIMS & Microsoft Teams	Password protected, SIMS & Microsoft Teams, server, remote back	Head	All staff	Not removed from site	Y	Y	Y	Provided by Parent			SIMS & Microsoft teams DPIA's completed
Medical / allergy displays	Pupil Name, DOB, medical information	SIMS, Microsoft teams		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Noticeboards in staffroom	Locked school out of hours	SIMS & Microsoft Office	Password protected, server, remote back up	Head	All staff	Not removed from site	Y	Y - Whole School Meals	Y	Regularly reviewed and updated			SIMS & Microsoft teams DPIA's completed
SAFEGUARDING																					
Child Protection records, Court Orders, Social Services information - CHIN meetings	Pupil Name, Address Medical information, all professionals, behavioural, family situation	My Concern		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Head office	Locked HT office and safeguarding filing cabinet	My Concern	Password Protected, server, remote back up	DSLs	DSLs	Not removed from site	Y	Y	Y	Records kept up to date by admin staff			My Concern DPIA completed
SPECIAL EDUCATIONAL NEEDS																					
Boxall Profile	Pupil Name, DOB, Unique pupil number	Boxall Profile		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	All Electronic	N/A	Boxall Profile	Password Protected, server, remote back up	Head	SENCO, teachers, SLT	Not removed from site	Y	Y	Y	Professional judgement			
SEN electronic and paper records (HNF, NHS, ADHD monitoring, Senco electronic records, Ed Pysch, LIFT records, TA Intervention folders)	Pupil Name, Address Medical information, all professionals, behavioural, family situation	Microsoft Teams, SIMS		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Admin office, SENCO office	Locked filing cabinets	Microsoft Teams, SIMS	Password Protected, server, remote back up	Head	SENCO, teachers, SLT	Not removed from site	Y	Y	Y	Professional judgement	DOB of pupil + 25 years -		SIMS & Microsoft Teams DPIA's completed
Speechlink, LanguageLink, Junior Link	Pupil Name, DOB, gender,EAL, SEN,	Speechlink, LanguageLink, Junior Link		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	SENCO Office, Classroom cupboards	Locked filing cabinets/cupboards	Speechlink, LanguageLink, Junior Link	Password Protected, server, remote back up	Head	Teachers and Education Support Staff, SENCO	Not removed from site	Y	Y	Y	Professional judgement			

GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SCHOOL					STATS & ASSESS																
what	*ie GDPR defines 'special category' information as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					why	where					who					retention	risk			
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Provider GDPR Compliant ?	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How long is info held?	Comments	DPIA carried out?
Pupil Academic Data	Pupil names, DOB, UPN, schools attended, end of KS assessments, ethnicity, gender, FSM, ever6, PP, first language, service children	Aspire, FFT and Perspective Lite, SIMS		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Pupil files	Locked filing cabinets	Online service, Head encrypted laptops	Encrypted laptops, password protected	Head	Head, BM, Admin	Yes, encrypted laptops and memory sticks	Y	Y	Y	Records kept up to date by class teachers	6 months pupil 5 years aspire user details for audit purposes		SIMS DPIA completed
Pupil Academic Data	Pupil names, DOB, schools attended, end of KS assessments, ethnicity, gender, FSM, ever6, PP, first language, service children	School to School, B to B, SIMS		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Pupil files	Locked filing cabinets	SIMS	Password protected	Head	Head, BM, Admin	Yes, encrypted laptops and memory sticks	Y	Y	Y	Records kept up to date by class teachers			SIMS DPIA completed
Pupil Academic Data	Pupil names, UPN, DOB, schools attended, end of KS assessments, ethnicity, gender, FSM, ever6, PP, first language, service children	NCA tools re SATS results, SIMS		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	On pupil reports	Locked filing cabinets	Online service, SIMS	Password protected	Head	Head,AHT, BM, Admin	Not removed from site	Y	Y	Y	Records kept up to date by BM	Current year + 6	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results	SIMS DPIA completed
Pupil Academic Data	Pupil names, DOB, schools attended, end of KS assessments, ethnicity, gender, FSM, ever6, PP, first language, attendance, class and year group	Sonar (Jupiter)		✓	✓	Public Interest - on pupil privacy notice	Substantial public interest	Electronic only	N/A	Microsoft teams and Sonar	Password protected	Head	Head, AHT	Not removed from site	Y	N	N	Termly assessment windows	1 year pupils 2years General correspondence reading named individuals		Microsoft Teams & Sonar (Jupiter Education) DPIA's completed
Moderation internal	Pupil Name			✓		Public Interest - on pupil privacy notice		English exercise books	First names used only on front of exercise books	N/A	N/A	Head	Teachers & SLT	Not removed from site	Y	Y	Y	N/A - Pupil work in exercise books			
Moderation External	Pupil Name			✓		Public Interest - on pupil privacy notice		English exercise books	First names used only on front of exercise books	N/A	N/A	Head	Teachers & SLT	Not removed from site	Y	Y	Y	N/A - Pupil work in exercise books			
Reports	Pupil Name, Year group, class	Microsoft Office		✓		Public Interest - on pupil privacy notice		Pupil files	Locked filing cabinets	Microsoft teams, server, remote backup	Password protected	Teachers, SLT	Teaching staff,	Not removed from site	Y	Y	Y	Reports checked by Headteacher			Microsoft Teams DPIA completed
Testbase	Pupil Name	Paper copies		✓		Public Interest - on pupil privacy notice		Class cupboards	Locked school out of hours	N/A	N/A	Head, access	Teachers & SLT	Not removed from site	Y	N	N	Moderation of assessment			
SATS and Phonics Papers	Pupil Name, Year group, class	SIMS, Perspective Lite		✓		Public Interest - on pupil privacy notice		Admin office - locked cupboard. SATS papers sent by special collection. Phonics kept in school.	Locked teachers cupboard	SIMS - used to input final data	Password protected, server, remote backup	HT	Year 6, EYFS, Year 2 teacher	Not removed from site	Y	Y	Y	Externally marked			SIMS DPIA completed

Assessment File	Pupil Name, DOB, Gender	Microsoft Teams and SIMS		✓		Public Interest - on pupil privacy notice		N/A	N/A	Microsoft Office and SIMS	Password protected	HT	Class teachers, SLT	Not removed from site	Y	Y	Y	Moderation of assessment			Microsoft Teams DPIA completed
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GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SC FINANCE																					
what	*ie GDPR defined as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					who	where								who			retention		risk	
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Software Provider GDPR Compliant?	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How long is info held?	Comments	DPIA carried out?
BACS runs / cheques	Name, bank info	FMS				Contract		Accounts payable files	BM office - held secure	Office Server, FMS	Password protected	BM	BM, Head	Not removed from site	Y	N	N	Records kept up to date by BM			FMS DPIA completed
Bank signatories	Name, signature	Word Doc						Bank info file	BM Office	BM Office, Server	Password protected	BM	BM, Head	Not removed from site	N/A	Y - Bank, SFS	N	Records kept up to date by BM			
Breakfast club income	Names (pupils & parents), amounts owed & paid	SchoolMoney		✓				Bank statement	SchoolMoney	SchoolMoney, Office Server, Excel	Password protected	BM	BM, Admin	Not removed from site	Y	Y	Y	Records kept up to date by BM			SchoolMoney DPIA completed
Afterschool Club income	Names (pupils & parents), amounts owed & paid	SchoolMoney		✓				Bank statement	SchoolMoney	SchoolMoney, Office Server, Excel	Password protected	BM	BM, Admin	Not removed from site	Y	Y	Y	Records kept up to date by BM			SchoolMoney DPIA completed
Childcare voucher administration - staff deductions	Name, NI number, salary info, tax code	Excel	✓			Public interest - on staff privacy notice		Personnel files	Locked filing cabinets	Office, Server	Password protected	BM	BM	Not removed from site	Y	Y - Childcare voucher team	N	Records kept up to date by BM			
Closedown	Names, values (debtors & creditors)	FMS, Excel						Closedown file	BM office	Office Server, Excel	Password protected	BM	BM	Electronic copy sent to SFS	Y	Y - SFS	Y	Records kept up to date by BM			FMS DPIA completed
Corporate card administration	Staff names	FMS				Public interest - on staff privacy notice		Corporate card files	BM office	Onecard banking	Password protected	BM	BM	Not removed from site	Y	Y - RBS	Y	Records kept up to date by BM			FMS DPIA completed
Cycle to work	Name, NI number, salary info, employee number		✓			Contract		Personnel files	Locked filing cabinets	Office Server	Password protected	BM	BM	Not removed from site	Y	Y - Kent Rewards team	Y	Records kept up to date by BM			
HNF calculations for budget setting	Pupil initials & DOB	Excel KELSI template		✓		Public interest - on pupil privacy notice		Budget file, pupil files	Locked filing cabinets	Office server, BPS document storage	Password protected	BM	BM, SFS	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM			
Invoices from sole traders	Name, address, bank info, IR35 records, VAT details	FMS				Contract		Accounts Payable files, VAT return reports	BM office	Office Server, FMS	Password protected	BM	BM, Office staff, SFS, Governors	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM	Current year + 6 years		FMS DPIA completed
Lettings invoices	Names, addresses	FMS, Excel				Contract		Income file	Finance office	BM Office, Server, FMS, Excel	Password protected	BM	BM	Not removed from site	Y	N	N	Records kept up to date by BM	Current year + 6 years		FMS DPIA completed
Monthly monitoring	Staff names, salaries, contract info, appraisal ratings	FMS, BPS, Excel	✓			Public interest - on staff privacy notice		Monitoring file	Locked filing cabinets	BM Office, server, BPS	Password protected	BM	BM, SFS	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM	Current year + 3 years		FMS DPIA completed
Payroll reconciliation	Staff names, salaries, contract info	FMS, BPS, Excel	✓			Public interest - on staff privacy notice		Payroll Rec file	Locked filing cabinets	BM Office, Server, BPS	Password protected	BM	BM, SFS, HEAD	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM	Financial year to which the payroll is run + 6 years		FMS DPIA completed
Pension administration	Name, NI number, service, salary	Word	✓			Public interest - on staff privacy notice		Personnel files	Locked filing cabinets	BM Office, Server, Word	Password protected	BM	BM	Not removed from site	Y	Y - Kent Pensions, Teachers Pensions, KCC	Y	Records kept up to date by BM			
Pupil premium calculations for budget setting	Pupil names / classes with FSM / Ever6 status	SIMS, FMS		✓		Public interest - on pupil privacy notice		Budget file	Locked filing cabinets	BM Office, server (SIMS), FMS	Password protected	BM	BM	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM			SIMS & FMS DPIA's completed
Purchase order administration	Staff names	FMS				Public interest - on staff privacy notice		Accounts Payable files	BM Office	FMS	Password protected	BM	BM	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM			FMS DPIA completed
Staffing analysis for budget setting	Staff names, employment contract information (salary etc)	BPS, Excel	✓			Public interest - on staff privacy notice		Budget file	Locked filing cabinets	BM Office, server, BPS employee scenario, Excel spreadsheets	Password protected	BM	BM, SFS	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM			

Supply insurance claim	Name, Initials, Employee number, Medical, Health details, DOB, gender	Word	✓			Public interest - on staff privacy notice		Personnel files	Locked filing cabinets	BM Office, Server, Emails	Password protected	BM	BM	Not removed from site	Y	Y - supply insurance provider, such as Class staff Absence Insurance	Y	Records kept up to date by BM		
Support Staff Review	Staff names, salaries, contract info, appraisal rating	Capita, HR Connect, Excel spreadsheet	✓			Public interest - on staff privacy notice		Payroll file, personnel files	Locked filing cabinets	BM Office, server (Excel)	Password protected	BM	BM	Not removed from site	Y	Y - Capita, HR Connect	Y	Records kept up to date by BM		
Teacher pay review	Staff names, salaries, contract info, increase applied	Capita, HR Connect, Excel spreadsheet	✓			Public interest - on staff privacy notice		Payroll file, personnel files	Locked filing cabinets	BM Office, server (Excel)	Password protected	BM	BM	Not removed from site	Y	Y - Capita, HR Connect	Y	Records kept up to date by BM		
Auditors SFS or external	Staff members expenses claims, salary calculation checks, DBS check	FMS, BPS, Excel	✓	✓		Public interest - on staff privacy notice		Personnel files, finance files,	Locked filing cabinets	BM Office, Server (Excel)	Password protected	BM	BM	Not removed from site	Y	Y - SFS	Y	Records kept up to date by BM		FMS DPIA completed

GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SCHOOL GOVERNANCE																						
what	*ie GDPR defines 'special category' information as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					why		where								who				retention	risk	
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Software Provider GDPR Compliant?	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How is accuracy of data assured?	How long is info held?	Comments	DPIA carried out?
Pupils re investigations	Personal details i.e Name, address, telephone numbers Parents Name and contact details, DOB, Class and year group	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Exclusion details - Parents name and address and telephone numbers, child's name, address and class	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Holiday requests/Unauthorised absences - Parent and child's name address	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	SEN child's name and medical information	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Pupil premium, child's name , year and class	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
		Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
Staffing	Personal details - Names, addresses nad contact numbers for staff	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Recruitment - Name, address , contact numbers, previous employment details, referees details	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Employee Relation Issues e.g. Disciplinary/Appeals Panels	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Staffing structure - names, posts held	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Resignations - Names, addresses	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Salary reviews - Names, salary details	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Headteacher appraisal - Name, salary details	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	Temporary TLR posts (allocation of) Names of staff	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
	End the suspension of staff or headteacher	Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							
		Word/Excel						BM Office	Locked cupboard	Office server, EIS server	Server Encrypted			Privacy Notice	No							

GDPR - DATA REGISTER - EYTHORNE & ELVINGTON CP SCHOOL						ADMIN															
what	*ie GDPR defines 'special category' information as : racial, ethnicity, political opinions, religious beliefs, TU membership, health, sexual orientation, genetic/biometric data or criminal record.					why		where							who				retention		risk
Process	Info Held	Software Used	Staff or Governors	Pupils	*Special Category	Legal Basis on Which Info Held	Special Category Legal Basis	Physical Location	Physical Security	Electronic Location	Electronic Security	Data 'Owner'	Accessed by:	Is data taken off site? / Precautions taken	Software Provider GDPR Compliant?	Info Shared with 3rd Party?	Info Sharing Contract in Place?	How is accuracy of data assured?	How long is info held?	Comments	DPIA carried out?
KCC Accident Reports	Name, age, address	Pupil information retrieved from SIMS	✓	✓	✓	Legal obligation	Substantial public interest	BM Office Admin Office	Locked filing cabinets	KCC records	Password protected	BM, Admin	Head, BM, Admin	Held on site	Y	KCC H&S and HSE where req.	BM Office Admin Office	Information that is input cannot be amended once submitted	Date of incident +12 years (adult) DOB +22 years (child)		
Breakfast Club	Child's name and days attended	SchoolMoney		✓		Legitimate interest		SchoolMoney system /Admin Office	Locked filing cabinets	ShoolMoney/Office Server/Remote backup	Password protected	Admin	Admin, BM, Breakfast Club staff	Held on site	Y	SchoolMoney	BM Office	Records kept up to date by admin staff	Until pupil leaves		SchoolMoney DPIA completed
EIS Disaster Recovery	All personal details for staff and pupils	Capita SIMS HR Connect	✓	✓		Legal obligation		BM Office	Locked filing cabinets	Office, server/Remote backup	Password protected	BM, Admin	Head, BM, Admin	Held on site	Y	EIS	BM Office	Records kept up to date by admin staff			SIMS DPIA completed
Distribution of Milk	Children over 5 data is given directly by parents. Children under 5: Name, DOB, Class, date started school	XL spreadsheet uploaded to cool milk system		✓				BM Office Admin Office	Locked filing cabinets	Coolmilk system	Password protected	BM, Admin	BM, Admin	Held on site	Y	N	N	Records kept up to date by admin staff			Coolmilk DPIA completed
Emergency Grab Bag	Name, DoB, gender, address, parent/guardian contact. Pupil medical and dietary needs	Capita SIMS	✓	✓		Vital interests		BM Office	Locked filing cabinets	Office server/Remote backup	Password protected	BM, Admin	BM, Admin, Head	Only in emergency. BM in overall charge of grab bag	Y	Y	N	Records kept up to date by admin staff	Until pupil leaves the school		N
Football Club - external providers	Child's name and class	Excel spreadsheet		✓		Legitimate interest		Admin Office	Locked filing cabinets	Office server/Remote backup	Password protected	BM, Admin	BM, Admin, Teacher	Held on site	Y	Football Club Provider	N	Records kept up to date by admin staff	Until pupil leaves		N
Insurance Claims	Name, address and employer where applicable	Insurance provider portal	✓	✓	✓	Legal obligation	Substantial public interest	BM Office	Locked filing cabinets	Office Server/Remote backup and School e-mail	Password protected	BM	Head, BM, Admin	Not removed from site	Y	KCC Insurance and other insurance providers	N	Records kept up to date by BM	Date of incident +20 years		N
School Census	Pupil personal data	Capita SIMS		✓	✓	Legal obligation	Substantial public interest	BM Office	Locked filing cabinets	Officer Server/Remote backup	Password protected	BM, Admin	BM, Admin	Not removed from site	Y	KCC and DfE Perspective Lite	BM Office	Records kept up to date by admin staff			SIMS DPIA completed
School Workforce Census	Employee personal data	Capita SIMS	✓			Legal obligation		BM Office	Locked filing cabinets	Office server/Remote backup	Password protected	BM	BM	Not removed from site	Y	KCC and DfE Perspective Lite	BM Office	Records kept up to date by BM			SIMS DPIA completed
After school childcare club	Child's name and days attended	SchoolMoney		✓		Legitimate interest		SchoolMoney system /Admin Office	Locked filing cabinets	ShoolMoney/Office Server/Remote backup	Password protected	Admin	Admin, BM, Breakfast Club staff	Held on site	Y	SchoolMoney	BM Office	Records kept up to date by admin staff	Until pupil leaves		SchoolMoney DPIA completed
Visitors	Staff/visitor names	SignIn APP	✓			Legitimate interest		Reception area	N/A	iPad sign in	Admin users password protected	BM/Admin	BM/Admin	Accessible by password via online APP	Y	No	BM/Admin office	Records kept up to date by admin staff			SignIn App DPIA Completed