TODWICK PRIMARY SCHOOL DATA MAP (ICO Reference Z6778103)

What process?	What personal data is held?	Description	Purpose	How is security maintained?	Who has access to information?	Who is responsible for managing this data?	Who are the Data Subjects?	Source of data?	What software is used?	Where does data go inside organisation?	How is data stored?	Does data leave the organisation?	If yes, does data flow outside of borders?
Admissions and maintaining student records	Name, DoB, address, Contact details, Parent Details, Medical information	Recording details of students in central records	To be able to effectively run the school and ensure students are appropriately managed	MIS (Arbor) is password protected. Data is encrypted. User profiles restrict access to those that need access to info. Hard copy documentation (contact info only) kept in a locked room (main office)	Headteacher, school administrators, Teachers and TA's (own classes)	Business Manager, Headteacher	Pupils, family	Local Authority, new starter forms, parents.	Arbor Management infomration system (GDPR Compliant)	Manually entered or imported upon receipt of students into school. Links to payment systems, network identity systems. Some data extrapolated and transferred via email, as needed	Hard copy of student pupil information kept while children are on roll only, locked in cupboards. Data stored in Arbor, remote back up managed by ADEPT	Data may be shared with others - census, exam boards, assessment returns, other schools on transfer	No
Attendance collection/ monitoring/ recording/reporting	Name/DOB/Class/ attendance figures / absence reasons	Electronic registers in Arbor of every pupil's attendance	To be able to effectively monitor / record and report on attendance	Arbor electronic registers managed by teachers and not taken off the premises.	Electronic registers (Arbor) are accessible to Headteacher, Office, and school staff who manage their classes.	Teachers, office administrators	Pupils, staff	Parents, teachers, office administrators	Arbor Management infomration system (GDPR Compliant)	School records of achievement for parents, reports to governors, Early Help meetings	Electronic registers (Arbor) are accessible to Headteacher, Office, and school staff who manage their classes. Attendance monitoring accessed electronically by office staff and headteacher	Data may be shared with others - local authority stat returns, census, other schools on transfer	No
SEN Register	Pupil names / DOB/ SEN needs and provision	Register of children who are recorded as having special educational needs	To facilitate provision and administration for SEN children	MIS (Arbor) is password protected. Data is encrypted. User profiles restrict access to those that need access to info. Hard copy documentation kept in a locked room	SEN Co-ordinator, Headteacher, SEN Administrator	SEN Co-ordinator	Pupils	Parents, teachers, pupils	Arbor Management infomration system (GDPR Compliant)	SEN Co-ordinator, teachers, administrator, Headteacher	Electronically, hard copies locked away	Data may be shared with third parties i.e. Learning Support & other outside agencies	No
Collecting online payments from parents	Processing/Recording of payments received (electronically only)	Payments collected online via Schoolmoney (visits & activities) and Live Kitchen (School lunches). BACS payments accepted to school bank account	To enable parents to pay electronically and to keep records	Check GDPR compliancy of external providers. Admin PCs password protected and backed up	Schoolmoney & Live Kitchen (for card details) Business Manager, office administrator	Office Administrator, Headteacher	Parents	Parents	Schoolmoney & Live Kitchen software systems	No payment details kept by school	N/A	No	N/A
Assessment processes	Pupil name, class, DOB, assessment / progress information	Assessment collected, stored and processed	To report progress to parents and to produce school performance data	Data kept on admin server, admin PCs password protected and backed up. External system EMAGS & MARK used (GDPR compliant, data transferred through Wonde)	Headteacher, school administrators, third party assessment software providers	Headteacher	Pupils	Pupils, teachers	Eaz Mag Writer, Hodder MARK, DFE via local authority, Sumdog, TT Rockstars	Staff meetings, Governor meetings (anonymised), public publication	Electronically in software (hard copies not kept)	Electronically via ARBOR for statutory returns to DFE via local authority only	N/A
IT Electronic Data/Virtual learning environments, Class Dojo for communications	Pupil name, class, DOB,	Dojo Software system used as virtual learning environment. TT Rockstars, Sumdog Maths	Learning & communications	Check GDPR compliancy of all external systems used	Teachers, pupils, parents	Office administrators, Headteacher	Pupils	Pupils, teachers, parents	Class Dojo, TT Rockstars (Maths) Sumdog (Maths)	Electronic use only	Electronic use only	No	N/A
Lunch / catering orders and free school meals / allergy information	Pupil name, class, DOB, meal allocation, allergy information	Electronic orders for school lunches and details about FSM and allergies	Provision of school meals	Electronic record on Live Kitchen. FSM register kept on secure admin drive	Dolce kitchen staff, office staff	School office staff	Pupils	Parents / Local Authority	Schoolgrid / Dolce catering system	Electronic use only apart from allergy display sheet in kitchen (consent sought from parents)	Electronic use only apart from allergy display sheet in kitchen (consent sought from parents)	No	N/A
Single Central Record	Name, DOB, Address, Contact details, NI number (staff) DBS Result	List of DBS checks carried out	Safeguarding children	Password protected PC and document. Hard copy printed as needed (not kept)	Headteacher, Business Manager, office administrator	Business Manager	staff, volunteers, governors, third party providers	staff, volunteers, governors, third party providers	Microsoft excel spreadsheet	Main office only	Password protected PC and document. Hard copy kept in main office (locked)	No	N/A
Safeguarding Records	Children's identity and a log of any safeguarding incidents relating to/directly involving them	A log of safeguarding records relating to pupils at this school.	Safeguarding children	CPOMS (Double authentication)	Safeguarding Lead, Deputy Safeguarding Leads.	Headteacher	Pupils	Staff logs directly onto CPOMS	CPOMS	CPOMS	CPOMS	In the event of a child protection case involving social services or if requested via a subject access request by parents	No
Allergy Information display for food/medical reasons	Photograph/Name/nature of allergy	Photograph/Name/nature of allergy displayed in kitchen (viewable by kitchen and lunchtime staff only)	Safeguarding children	Children not allowed to enter kitchen. Parental consent received for data to be displayed in the kitchen.	Kitchen staff, dinner ladies, teachers	School Secretary	Pupils	Parents	Word document displayed in kitchen, information stored on Live Kitchen/Dolce Catering system	Electronic use and display in kitchen	Electronic use and display in kitchen	Shared on Live Kitchen (Dolce Catering Company)	No
Governor Minutes	Attendees, agenda items discussed and details of agreements made	A record of governor meetings including who was present and what was discussed	Records necessary under DFE/OFSTED requirements	External provider - Salex HR has data protection compliance	Salex HR, recipients of minutes (governors). Public copies available on request in line with DFE guidance, subject to any confidentiality specifications	Salex HR	Governors, staff, (pupils not discussed by name in minutes)	Governor Meetings	Sales HR uses Governor Hub (The Key) to store documents	Electronic use only	Electronically	Electronically via email to governors	No
Visitor Log	Name, email address, date/time of visit	A log of visitors to school	Records necessary for safeguarding children, evacuation of site	Electronic system Visipoint	School Office Staff	School office staff	Visitors	Visitors	Visipoint	Visipoint	Electronically	No	N/A
Parent Forms/Booking appts	Parent name, child name, permissions, appointments	Parents are invited to book appointments and send permissions electronically	To schedule appointments for parents evenings etc. and to collect parental permissions.	Online through School Spider (Wonde application)	School Leaders	School Business Manager	Parents/pupils	Parents	School Spider	School office - filtered to teachers as necessary	Electronically in Spider (Downloaded spreadsheets used for filtering and issuing data, kept until the end of the school year)	No	N/A
Staff Data /Payroll/HR processing/ Recruitment	Name, DoB, address, Contact details, Contract history, salary rate, attendance record. Hard copies of Identification documents, application form, references, disciplinary records	recording details of staff on Local Authority HR portal and Arbor	To facilitate payment of employees and to be able to record and access personal information	Local Authority portal irtent (GDPR compliant) and Arbor (GDPR compliant)	Local authority records held by Business Manager. Employees have access to their own information via personal irtent accounts. Business Manager, School administrator and Headteacher have access to information held in Arbor	Business Manager, Headteacher	School employees	School employees and school administrator	Local Authority irtent system	Used by Business Manager to facilitate expense payments, record absence	Personnel files in locked cupboard in main office (recruitment and induction information only). Electronic records held in Arbor and irtent only	Partial data may be shared with local authority	No