



Data Mapping for Ropley CE Primary School

PD = Personal Data SC = Special Category Data.

Personal Data: includes identification of individuals from identifiers – e.g. NI numbers, location data

Special Category Data: (was 'Sensitive personal data') now includes biometric data (e.g. fingerprint scanning).

For **Personal** data schools are likely to use the following legal basis:

- Performance of a contract with data subject (e.g. for staff data).
- Compliance with a legal obligation (e.g. legally obliged to keep parents contact details).
- Protection of vital interests. (eg. child protection)

Pupil Data											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school ?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Pupils	Pupil Admission Forms including Pupils name, DOB, Address, telephone numbers, email addresses, contact details, parent details, SEND details, previous education history, medical details, ethnicity, sex, religion	X	X	Paper form completed by parent and inputted onto ARBOR and any other electronic system that may be used in school.	To administer pupil education and welfare	Legal Obligation / Public Task	ARBOR Paper copy locked away	No	Relevant school personnel and agencies if necessary	. Admin Staff . School Leader . Class Teacher . External IT personnel maintaining IT systems. . Cloud storage	Transfer to secondary school unless SEN or CP child 5:11
Pupils	Pupil Records	X	X	Paper and electronic copy on ARBOR and any other electronic system that may be used in school.	To administer pupil education and welfare	Legal Obligation / Public Task	ARBOR Paper copy locked away	Yes	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	. Admin Staff . School Leader . Class Teacher . External IT personnel maintaining IT systems. . Cloud storage	Transfer to secondary school unless SEN or CP child 5:11
Pupils	Emergency Contact	X		Paper form	To	Public Task	ARBOR	Yes	Relevant	. Admin Staff	Transfer to

	Details			completed by parent and on ARBOR	administer pupil education and welfare		Paper copy	Trips	school personnel	. School Leader . Class Teacher	secondary school unless SEN or CP child 5:11
Pupils	Permission Slips	X		From parent - paper or electronic	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy locked away Electronic form	No unless needed on trip	Staff	. Admin Staff . School Leader . Class Teacher	One year from date of trip unless H & S incident occurs on trip
Pupils	Pupil Census	X	X	From ARBOR	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	ARBOR	Yes	Local Authority DfE	. Admin staff . School leader	Current year + 6 years 4:6
Pupils	Key Stage Results	X		Paper form and on ARBOR	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	ARBOR Paper copy locked away Electronic	Yes	Local Authority DfE	. School Leaders . Admin staff . Class teacher	Current year + 6 years 5:24
Pupils	Assessment Data	X		Paper form and on ARBOR	To administer pupil education and welfare	Legal Obligation / Public Task	ARBOR Paper copy locked away	Yes	Local Authority DfE	. School Leaders . Admin staff . Class teacher	Current year + 6 years 5:24
Pupils	SEND Information		X	Paper form and on	To administer	Legal Obligation /	Paper copy locked away	Yes	Local Authority	. School Leaders . Staff	Transfer to Secondary

				ARBOR Electronically	pupil education and welfare	Public Task	ARBOR Electronic		and DfE; Multi- agencies Including speech and language; Early help hub; FSW	. SENCO	School and obtain written confirmation of receipt of documentatio n.
Pupils	Pictures	X		Schools Digital equipment School photographs	Displays Publication Website Contact Sheets	Consent for publication Public Tasks for identification	Paper ARBOR Cloud storage Display boards School Server	Yes	Public	. School Staff . Public	2 years after cohort leaves school 5.16
Pupils	Attendance Data	X		Paper registers ARBOR	To administer pupil education and welfare. Emergency evacuation	Legal Obligation / Public Task	Paper ARBOR	No	Local Authority School Staff OFSTED	School Staff Attendance Officers Education Welfare Officers	Date of register + 3 years 5.5
Pupils	Pupil Work	X		Paper Electronically	To administer pupil	Public Task	Display boards Paper	Yes	School Staff Parents	School Staff	As required. Sent home after 2 years.

					education and welfare		records Cloud storage School server				
Pupils	Grant applications including Free School Meals	X		Paper Electronically	To administer pupil education and welfare	Legal Obligation / Public Task	Paper Electronically	No	Local Authority	School Staff	Current year + 6 years 9.14
Pupils	School Meal registers	X		Paper Electronically	To administer pupil education and welfare	Public Task	Paper Electronically	No	Admin Staff Class teacher Kitchen & Lunchtime Staff	School Staff Kitchen/Lunch time staff	Current year + 3 years 9.12
Pupils	EHC Plans		X	Paper Electronically Agencies	To administer pupil education and welfare	Legal Obligation / Public Task	Electronically and paper form. CPOMS	No	School Staff Local Authority Children's Services	School leaders DSL SENCO Family support worker Class Teacher	Transfer to Secondary School and obtain written confirmation of receipt of documentation.
Pupils	School Trip Information including name, medical, emergency contact details	X	X (medical)	Paper. Electronically	To administer pupil education and welfare	Public Task	Paper Electronically	Yes	Agent running trip e.g. Avon Tyrrell HCC via Evolve School Staff	School Staff	Date of trip + 1 year 5.17

Pupils	Child Protection Files		X	Paper Electronically Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper Electronically School Database CPOMS	No	Local Authority Police if applicable Feeder schools	School leaders DSL Class teacher Admin staff	Transfer to Secondary School and obtain written confirmation of receipt of documentation.
Pupils	Administration of Medicine	X	X (medical)	Paper record completed by parent/staff Electronically	To administer pupil education and welfare	Public task	Paper records	No	School Staff School Nurse	School Staff	Transfer to Secondary School unless SEN or CP child. 5.13
Pupils	Physical Intervention / Violent Incident / Accident investigation	X		Paper record Electronically	To administer pupil education/ welfare	Public task	Paper records Electronically CPOMS	Yes	School staff Children's Services	School leaders DSL SENCO Family support Class Teacher	DOB of child + 22 years 8.7
Parents	Any details regarding parents	X		Paper record Electronically	To administer pupil education and welfare	Public task	Paper records Electronically	No	School staff	School staff	Transfer to Secondary School unless SEN or CP child. 5.13

Visitor / Volunteer / Contractor											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Visitor	Visitor Signing system	X		Electronic sign in on Ipad including identification photograph	Safeguarding; Emergency evacuation; Identification purposes	Public Task	Reception	No	Admin Staff Teaching staff	Admin Staff	Current + 6 years 2.12
Visitor / Volunteer / Contractor	DBS Checks	X	X	Electronic forms	Safeguarding	Legal obligation / Public Task /vital interests	DBS number stored paper record On single record electronically	No	School staff DBS Processor HCC	School leaders Admin staff Site staff	Schools are not required to retain copies of DBS certificates and, if the school chooses to do so, the copy must not be retained for longer than 6 months.
Volunteer / Contractor	Contact details	X		Paper form Provided on invoice	To administer pupil education and welfare	Public Task	Paper record SAP Electronic	No	School staff	School staff	End of employment + 7 years

Staff											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Staff	Staff application form including Name, DOB, Address, telephone numbers, email addresses, contact details, next of kin details, bank details, NI numbers, medical details, previous education history, previous employment details, references, ethnicity, sex, religion	X	X	Paper form Electronically	For employment purposes	Performance of a contract	ARBOR/IBC Paper copy locked away	No	School Leader Admin with HR responsibility	School Leader Admin with HR responsibility	End of employment + 7 years 7.4
Staff	Absence Data	X	X (if contains Medical)	Paper form Electronically	For employment purposes	Performance of a contract	ARBOR/ IBC Paper copy locked away	No	School Leader Occ Health Admin with HR responsibility	School Leader Occ Health Admin with HR responsibility	Current year + 6 years 7.6
Staff	Pre-employment Checks	X		Paper form Electronically	For employment purposes	Performance of a contract	ARBOR/ IBC Paper copy locked away	No	School Leader Occ Health Admin with HR responsibility	School Leader Admin with HR responsibility	End of employment + 7 years for successful candidates. Date of interview + 1 year for

											unsuccessful candidates.
Staff	DBS Checks		X	Electronic forms	For employment purposes and legal obligation	Legal obligation / Performance of a contract/vital interests	IBC DBS number stored paper record On single record electronically	Yes	School leader Admin with HR responsibility Safeguarding Governor	School Leader Admin with HR responsibility	Schools are not required to retain copies of DBS certificates and, if the school chooses to do so, the copy must not be retained for longer than 6 months.
Staff	DBS Risk assessments		X	Paper form completed by school personnel	For employment purposes and legal obligation	Performance of a contract	Staff record file kept in secure location	No	School Leader	School Leader Admin with HR responsibility	In accordance with retention schedule
Staff	Next of kin information	X		Paper form completed by data subject	For employment purposes	Performance of a contract / Public task	ARBOR/ IBC Staff record file kept in secure location	No	School Leader Admin with HR responsibility	School Leader Admin with HR responsibility	End of employment + 7 years 7.4
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	ARBOR/ IBC Staff paper file kept in secure location	No	School Leader Admin with HR responsibility	School Leader Admin with HR responsibility	End of employment + 7 years 7.4
Staff	Occupational checks and health		X	Paper form or electronic form	For employment purposes	Performance of a contract	Staff record file kept in a secure	Yes	School Leader Admin with	School Leader Admin with	End of employment + 7 years

	referrals				and legal purposes		location		HR responsibility Occ Health	HR responsibility Occ Health	7.4
Staff	Performance management records	X		Paper Electronically	For employment purposes and legal purposes	Public task / Performance of a contract	Monitoring record files in a secure location	No	School Leader	School Leader	Current appraisal year + 6 years 7.5
Staff	Lesson observations	X		Paper Electronically	For employment purposes and legal purposes	Public task / Performance of a contract	Monitoring record files in a secure location	No	School Leader LLP	School Leader LLP	Current appraisal year + 6 years 7.5
Staff	Staff files	X	X (potentially If medical)	Paper Electronically	For employment purposes and legal purposes	Public task / Performance of a contract	ARBOR/IBC Staff record file kept in secure location	No	School Leader Admin with HR responsibility	School Leader Admin with HR responsibility	End of employment + 7 years 7.4
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	Cloud storage	No	School Leader Admin with HR responsibility Safeguarding governor	School Leader Admin with HR responsibility Safeguarding governor	In accordance with retention schedule
Staff	Absence Data	X		Paper Electronically	For employment purposes and legal purposes	Performance of a contract	IBC Cloud storage staff record file kept in secure location	No	School Leader Admin with HR responsibility	School Leader Admin with HR responsibility	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Paper Electronically	For employment purposes and legal	Performance of a contract	IBC and paper reconciliations kept in secure location	No	School Leader Admin with HR	School Leader Admin with HR	In accordance with retention

					purposes				responsibility	responsibility	schedule
Staff	Staff pictures and images	X		Cloud storage Camera Electronic	Employment, promotional	Public task / Consent (depending on how and where used)	Website ARBOR Display	Yes	School Leader Staff Admin	School Leader Staff Admin	In accordance with retention schedule
Staff	Business Interest Forms including conflicts	X		Paper form Electronic	Governance	Performance of a contract	School drive, paper copies in file	No	School Leader Governors	School Leaders Clerk of govs Admin Staff Chair of Govs	In accordance with retention schedule

Governor											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Governors	Application Form Name, DOB, contact details,	X		Paper or online form completed by data subject	Governance	Public task / legal obligation	Database within school Clerks computer Paper files in school	No	Relevant school personnel Governor Services Clerk, Chair and Vice	Admin Staff School Leader School governors	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms	Governance / legal obligation	Public task / legal obligation	DBS number stored on single central register	Yes	Admin staff with HR responsibility Clerk to Governors	Results shared with school	In accordance with retention schedule
Governors / Parent / Staff / Pupil	Complaints	X		Complaints Procedure – in writing	To deal with complaints	Public Task / legal obligation	Paper file in school in line with HCC policy	No	School Leader Clerk Governors	Chair of Governors	In accordance with retention schedule
Governors	Business Interest Forms	X		Paper Form Electronic	Governance	Public Task	Clerks computer Paper GovernorHub	No	School Leader Clerk Governors	Chair of Governors Clerk School	In accordance with retention schedule
Governors	Election papers	X		Paper Form	Governance	Public Task / legal obligation	Paper File	No	School Leader Clerk Governors Parents	Chair of Governors Clerk	In accordance with retention schedule
Governors	Training Records	X		Paper Electronically	Governance	Public Task	Paper File School Training	Yes	School Leader Clerk	Chair of Governors Clerk	In accordance with

							Governor computer		Governors Training Gov	School	retention schedule
Governors	Meeting Attendance	X		Paper Form / Electronic Form	Governance	Public Task / Legal obligation	Paper File School computer Clerk's computer Website GovernorHub	No	School Leader Clerk Governors	Chair of Governors Clerk School Public	In accordance with retention schedule

Third Party Provider											
Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
DRIFT IT	Staff name and role Pupil name and class	X		Spreadsheet annually	Governance / maintain school databases / legal obligation	Public task / legal obligation	Database within school DRIFT server	Yes DRIFT IT	Relevant school personnel DRIFT IT personnel	Admin Staff School Leader DRIFT IT	In accordance with retention schedule
Libresoft Library System	Child's Name, Class and Year Group	X		ARBOR annual update	To administer pupil education	To administer pupil education	Electronically on Libresoft	Yes Libresoft portal	School staff	School Staff	In accordance with retention schedule
ARBOR	Parent contact details Inc. Email All child data Staff names, email, contact details	X	X	Parent activation via forms and/or via Arbor Parent Portal	Legal obligation / To administer pupil education / Safeguarding	Public Task / legal obligation / To administer pupil education	Electronically stored on Arbor Server	Yes Arbor portal	All Staff: Levels of access restricted as appropriate Feeder schools	All Staff: Levels of access restricted as appropriate	In accordance with retention schedule
CPoms	Parent contact details Inc. Email Childs full details Staff names, school email	X	X	Parent activation via forms	Legal obligation / To administer pupil education / Safeguarding	Public Task / legal obligation / To administer pupil education	Details imported from Arbor. Stored on CPOMs Server	Yes CPoms portal	All Staff: Levels of access restricted as appropriate Feeder schools	All Staff: Levels of access restricted as appropriate	In accordance with retention schedule
Tucasi	Parent contact	X	X	Parent activation	Legal	Public Task	Paper consent	Yes	Admin	Admin	In

	details Inc. Email Child names and classes Staff names, email			via E-Login	obligation / To administer pupil education	/ legal obligation / To administer pupil education	file in school. Details stored on Tucasi system Parents opt to use online payments	Tucasi portal	Team	Team	accordance with retention schedule
SAP	Staff details regarding pay, contractual and personal data	X	X	Starter Forms/application	Legal obligation	Legal Obligation	SAP Server	Yes	Admin Team SLT HCC	HCC SLT Admin with restricted access	In accordance with retention schedule