		Source	Contents (Personal and Special)	Processing and role of the school	Controlling access and use
Admissions	A1	Admission form	P&S	DC	Sims, safeguarding team, nursing team
	A2	SIMS	P&S	DC	Parents Pay, Cool Milk, Evolve, Parent Hub, Census, offsite backup, Cpoms, CTF, DFE
	A3	Eligibility Check	P	DC	LA
	A4	CTF	P&S	DC	Onward sharing to receiving school
	A5	School Transfer Information	P&S	DC	CPOMS, safeguarding information, Child Protection information, attendance
	A6	Admissions information	P&S	DC	Information receieved from LA, onward sharing as above
	A7				
Attainment	B1	MAGS	S	DC	In school system
	B2	School Reports	S	DC	In school system
	B3	Assessment returns	S	DC	DFE, LA, STA
	B4	SumDog	P&S	DC	SumDog
	B5	TTRockstars	P	DC	TTRockStars
Atten	C1	EWO	P&S	DC	Attendance information for support or FPN
	C2				
Behav	D1	Dojos	S	DC	Internal purposes only
	D2				
Exclus	E1	Sharing of information	P&S	DC	LA, DFE
	E2				
agement	F1	Recruitment processes	P&S	DC	HR, OH
	F2	Single Central Record	P&S	DC	Private, taken from recruitment forms
	F3	FMS	P&S	DC	LA

Identity Mar	F4	References	P&S	DC	Taken from previous employees
	F5	Personnel files	P&S	DC	Internal purposes, information may be passed on to OH, HR
	F6	Governors details	P&S	DC	Internal, LA, website
	F7				
Catering	G1	Parent Pay	P&S	DC	SIMS, EVOLVE
	G2	EVOLVE	P&S	DC	Sims, parent pay
	G3				
Trips & Activities	H1	Bentleys	S	DC	Receive pictures from Bentley's, pass on to parents
	H2	Photographs of children	S	DC	Photographs taken, only passed on with parent's permission
	H3	SumDog	P&S	DC	Information shared by with SumDog by parental permission
	H4	Times Tables Rock Stars	P&S	DC	Information shared with TTRS by parental permission
	H5	Developing Experts	P & S	DC	Information shared with parents by parental permission
	H11	Parent Hub	P&S	DC	Optional for parents to sign up, alternatives offered
	H12	IDL	P&S	DC	Online based
Medical	J1	Accident forms	P&S	DC	Mainly internal purposes only, can be passed on to insurance/legal
	J2	Administration of medicine forms	P&S	DC	Mainly internal purposes only, can be passed on to insurance/legal
	J3	Photographs of children with med	P&S	DC	Internal purposes
	J4				
Safeguarding	K1	DBS	P&S	DC	School only stores the number on the SCR
	K2	Safegaurding referrals	P&S	DC	MARAT, MASH etc
	K3	Prevent referrals	P&S	DC	MARAT, MASH etc
	K4	CPOMS	P&S	DC	Submitted by staff
	K5	EVOLVE	P&S	DC	EVOLVE and LA
	K6				
	K7				
	L1	In school SEN info	P&S	DC	Information shared with school from parents

SEN	L2	SEN information received from ag	P&S	DC	Health, safeguarding team, Ed Pschology, other agencies
	L3	SEN referrals	P&S	DC	Health, Education Psychology, HYM, other agencies
	L4				

Data retention and destruction	Communicating with data subjects and their rights	Security and breach	Offshore storage
Ten years after child has left. If SEN	Parents complete admissions forms	Hard copies locked away.	NA
as A1	As A1	See SIMS	*
Not retained	Parents complete forms	Sch doesn't retain this inf	NA
Ten years after child has left. If SEN	Permission not sought	Password protected	NA
Ten years after child has left. If SEN	Permission not sought	Password protected	NA
Ten years after child has left. If SEN	Parents complete online admissions forms	email password	NA
six years	Shared with older children, shared with parents via rep	Encripted	NA
Until pupil is 22 years old	Shared with children, shared with parents	Encripted	NA
until pupil is 22 years old	Legal obligation	Password protected	NA
Until pupil is 22 years old	Shared with parents	Password protected	NA
Until pupil is 22 years old	Shared with parents	Password protected	NA
Until pupil is 22 years old	Key information shared as substantial public interest	Password protected	NA
Removed when child leaves the sch	Not applicable	Sensitive information not	NA
Until pupil is 25 years old	Permission not sought	Password protected	NA
7 years after leaving	Some sections compulsory, some optional	Locked away and encripte	NA
7 years after leaving	Compulsory information	Encripted and password p	NA
7 years after leaving	Compulsory information	Encripted and password p	NA

* look into

7 years after leaving	Compulsory information	Encripted and password p	NA
7 years after leaving	Compulsory information	Encripted, password prote	NA
7 years after leaving	Compulsory information	On webiste, rest encripte	NA
6 years after leaving	Parents agree by signing up to the App	Encripted and password p	NA
6 years after leaving	As above	Encipted and password pr	NA
Not retained	Contract between Tempest and parents	None	NA
Undefined			
Keep whilst valid	Parent permission sought	Contract with school	NA
Keep whilst valid	Parent permission sought	Contract with school	NA
Keep whilst valid	Parental Permission Sought	Contract with school	NA
Keep whilst valid	Optional	Password protected	NA
Keep whilst valid	Internal purposes only	Password protected	NA
15 years	Compulsary information, permission not granted to sha	Stored in locked cupboard	NA
until the pupil is 22	Compulsory to complete if medicine is to be administe	Stored in locked cupboard	NA
Keep whilst valid	In public interest to be in the staffroom	Staffroom	NA
7 yrs after leaving employment	Staff legally required to submit this information (KCSIE)	Encripted on SCR	NA
Permanent	Parents informed unless child at risk	Encripted and password p	NA
Permanent	Parents not informed	Encripted and password p	NA
Permanent	Parents not usually informed	Password protected	Yes
8 years	Parents not informed	Password protected	NA
Until pupil is 25	Consent given by parents	Encripted information, ha	NA

Until pupil is 25	Consent given by parents	Encripted information, ha	NA
Until pupil is 25	Consent given by parents	Encripted and password p	NA