

Personal Data Register

This data should be held securely with access limited.

The data should be disposed of securely by shredding or deleting at the end of the retention period.

Students and parents

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
Data collection form	Paper	Name Address DOB Phone number Carer details Ethnicity Home language Dietary requirements Religion Gender Medical info Allergies Doctor details Free school meal entitlement	Pastoral Secretary's Office – main school Admin Office – sixth form	Pastoral staff Admin staff for sixth form	SIMS Allergy info sent to staff and also displayed in locations at school for information purposes	Manual input.	GDPR 6 (1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller For ethnicity, religion and home language form makes it clear that don't have to provide and tick if consent so: GDPR 6 (1)(a) and 9(2)(a) - consent	Data Manager & Pastoral	Until data entered onto SIMS		
Primary CTF files	Electronic	Name Address DOB Phone number Carer details Ethnicity Language Dietary requirements Religion Gender Medical info Doctor details Free school meal entitlement	Directory	Data Manager	SIMS	Electronic	GDPR 6 (1)(e) – public interest	Data Manager	One year after entry to school		
Home School Agreement	Paper	Name DOB	Pastoral Secretary's Office	Pastoral Secretary	SIMS	Manual input	GDPR 6 (1)(e) – public interest	Data Manager	Until date of leaving		Scan to MStore – then shred

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
Sports events Consent Form	Paper	Name Form Photo consent & Social Media Medical info Doctor details Carer contact details	Pastoral Secretary's Office – main school Admin Office – sixth form	Pastoral Secretary Admin staff or sixth form	SIMS	Manual input	GDPR 6 (1)(e) – public interest	EVC	If there was an incident then would need to hold for DOB of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip would need to be retained to show that the rules had been followed for all pupils. Therefore need to hold these annual ones for DOB plus 25 years.		Scan to MStore – then shred
Agreement for school to administer medicines	Paper	Name Form Agreement to paracetamol Medicines	Pastoral Secretary's Office	Pastoral Secretary	SIMS	Manual input	GDPR 6 (1)(e) – public interest	Business Mgr	DOB plus 25 years		Scan to MStore – then shred
Bursary spreadsheet	Electronic	Name Form Bursary payment	Directory	Admin staff	Bursary payment schedules	Manual	GDPR 6 (1)(e) – public interest	Business Mgr	Six years plus current		
Bursary payment schedules	Paper/ Electronic	Name Payment	Sixth form Office Directory Finance	Admin staff Finance staff	FMS	Manual	GDPR 6 (1)(e) – public interest	Business Mgr	Six years plus current		Scan to MStore – then shred
FMS	Electronic	Name Bank details Bursary payment	Server	Finance Team	Lloyds Bank	Electronic	GDPR 6 (1)(e) – public interest	Business Mgr	Six years plus current		FMS does not have a deletion process so no retention period is enabled.
Lloyds Bank	Electronic	Name Bank details Bursary payment	Lloyds Online Website	Finance Team SLT Lloyds Bank	Payee banks	Electronic	GDPR 6 (1)(e) – public interest	Business Mgr		https://www.lloydsbank.com/assets-business-banking/pdfs/GDPR/online-cash-management.pdf	
Student subject choice forms	Electronic	Name Form Option details	Deputy Head office	Deputy Head	SIMS	Manual input	GDPR 6 (1)(e) – public interest	Deputy Head	Current year plus 3 years		
Evidence for special	Paper/Electronic	Name Special consideration	Network Deputy Head office	Exams Officer Deputy Head	Exam boards JCQ database	Electronic	GDPR 6 (1)(e) – public interest	Exams Officer	Until after publication of results		Scan to MStore – then shred

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
consideration for exams											
DFE	Electronic	Name ULR DOB Pupil premium Exam results	Website	Data Manager Pastoral Sec Head Teacher Business Mgr Deputy Head HR Manager	SIMS Downloads to staff on PPG	Electronic	GDPR 6 (1)(e) – public interest	DFE	N/A		
SIMS	Electronic	Name Address DOB Phone number Carer details Ethnicity Home language Dietary requirements Religion Gender Medical info Doctor details Free school meal entitlement Photo Timetable SEN CLA Behaviour External exam results Internal results Attendance	Server	All staff and supply staff with different permission levels	Parentpay MIDAS MStore CPOMS SISRA DFE Teachers2parent Active Directory Renaissance Learning Staff downloads of information	Electronic	GDPR 6 (1)(e) – public interest GDPR 6 (1)(a) – consent for ethnicity, religion and home language	Data Manager	DOB plus 25 years		
Parentpay	Electronic	Name Form DOB Admission no. Carer credit/bank card details	Website	Business Mgr Finance Staff IT staff	Downloads to staff for trips, parent purchases etc – doesn't include bank details	Electronic	GDPR 6 (1)(e) – public interest	Parentpay for security Business Mgr for accuracy. Parents enter own credit card details. Not entered by us.	Date of leaving plus one year	https://www.parentpay.com/parentpay-and-gdpr/	All historic data is contained on the website – deletions not enabled
MIDAS	Electronic	Name Form Admission no. FSM Photo	Server	Business Mgr Finance Staff Catering staff IT staff	Downloads to staff on meals	Electronic	GDPR 6 (1)(e) – public interest	Business Mgr	Date of leaving plus one year		
Active Directory	Electronic	Name Year group Registration group	Server	IT staff	Micro Librarian Eclipse	Electronic	GDPR 6 (1)(e) – public interest	Network Manager	Until date of leaving		

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
		SIMS admission number School email address									
Oliver (via Wonde)	Electronic	Name Year group Registration group SIMS admission number School email address	Server	Librarian Students/staff to own account	Emails to parents. Downloads of data by Librarian	Electronic	GDPR 6 (1)(e) – public interest	Librarian	Until date of leaving		
Exam Boards	Electronic	Name Gender Results	Website	Staff	Reports downloaded SIMS	Electronic	GDPR 6 (1)(e) – public interest	Exam Boards – data Deputy Head - access		http://www.aqa.org.uk/about-us/who-we-are/our-standards https://www.pearson.com/core1/content/dam/one-dot-com/one-dot-com/netherlands/GDPR-Customer-Statement.pdf http://www.wjec.co.uk/about-us/data-protection/ http://www.cambridgeassessment.org.uk/footer/data-protection/	

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
LA information on a pupil	Paper/ Electronic	Name DOB SEN CLA Safeguarding information	Email Letters	Individuals receiving the information	SIMS SEN files CLA files CPOMS MStore Staff word and excel files for SEN and CLA monitoring	Manual/Electronic	GDPR 6 (1)(e) – public interest	Individual Staff			Scan to MStore – then shred
SEN files	Paper/ Electronic	Name DOB Address Statement PEEPs ECHPs Ed Psychology Reports External agency reports Annual review forms Medical reports Interventions Educational scores	Directory SENCO office CPOMS	SEN staff	LEA Other LEAs Support Services e.g. Hearing Impaired Unit, Visually Impaired Unit, Ladywood Outreach, CAMHS, Parent Partnership, Speech and Language Unit, Physio, OHT, Parents	Manual/Electronic	GDPR 6 (1)(e) – public interest	SENCO	DOB of pupil + 31 years. NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period. EHCPs should be kept - DOB of pupil + 31 years		Scan to MStore – then shred
Sixth form absence forms	Paper	Name Details of absence	Sixth form office	Admin staff	SIMS	Manually	GDPR 6 (1)(e) – public interest	Head of sixth form	Until entered onto SIMS		Scan to MStore – then shred
Sixth form bursary application	Paper	Name Address DOB Phone Email Residency Domestic details Carers	Sixth form office	Admin staff	FMS Bursary spreadsheet	Manually	GDPR 6 (1)(e) – public interest	Business Mgr	Date of birth plus 25 years		Current academic year held in 6 th form office and then Scan to MStore – then shred

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
		Carers financial information Bank details									
UCAS	Electronic	Name UPN DOB Gender NI number Ethnicity Nationality Residency Domestic details Address Phone Email Carer details Exam results	Website	Admin staff Teaching staff	Downloaded for staff	Electronic	GDPR 6 (1)(e) – public interest	UCAS	N/A	https://www.ucas.com/advisers/guides-and-resources/adviser-news/news/general-data-protection-regulation-gdpr-what-does-it-mean-ucas-registered-centres	
Sixth form application form downloads	Paper/ Electronic	Name UPN DOB Gender NI number Ethnicity Nationality Residency Domestic info Address Phone Email Carer details Exam results	Sixth form office	Admin staff			GDPR 6 (1)(e) – public interest	Head of Sixth form	Date of application plus 2 years		Scan to MStore – then shred
Sixth form interview sheet	Paper	Name Candidate number Exam results Prior school	Sixth form office	Admin staff			GDPR 6 (1)(e) – public interest	Head of Sixth form	Date of birth plus 25 years		Need to MStore
Staff downloads of data on pupils including mark books	Paper/ Electronic	Name UPN Results SEN PPG LAC	Directories Paper printouts	If held in directories then staff need to ensure that access is restricted to appropriate staff. If held in paper form then should be kept in locked filing system.	EVOLVE Emails internally and to external agencies	Electronic	GDPR 6 (1)(e) – public interest	Individual Staff	Current year plus 3 then review for further retention		

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
EVOLVE	Electronic	Name Form Contact details Medical details	Website	All teaching staff Business Mgr EVC Admin Staff	Bolton Council	Electronic	GDPR 6 (1)(e) – public interest	EVOLVE		http://edufocus.co.uk/pages/evolve/gdpr.asp	
CPOMS	Electronic	Name DOB SEN Behaviour information Safeguarding information Intervention activities	Website	Named staff. Password protected with different access levels	Other services e.g. Social Services	Electronic	GDPR 6 (1)(e) – public interest	CPOMS – security Deputy Head - accuracy	Until contract ends	See SLA on MSTORE	
MStore	Electronic	Name UPN Consent forms Sixth form interview notes Care plans	Server	Named staff			GDPR 6 (1)(e) – public interest	Business Manager	Date of birth plus 25 years		
Emails	Electronic	Various	Server	Staff can access own emails IT can access all emails	To other staff and outside agencies. CPOMS SIMS	Electronic	GDPR 6 (1)(e) – public interest	Individual Staff			Moving to Office 365 where emails will be held on cloud
Student work	Paper/Electronic	Name Form Result	Students hold or on directories	Students Teaching staff	Staff records of student achievement SISRA SIMS	Manual	GDPR 6 (1)(e) – public interest	Students	N/A		
SISRA	Electronic	Name Form Results	Website	Named staff	Downloads to staff of results	Electronic	GDPR 6 (1)(e) – public interest	Deputy Head	Duration of service period plus 5 days	See agreement in MSTORE	
Sparx Maths	Electronic	Name Results Year Group Maths class	Website	Staff and students			GDPR 6 (1)(e) – public interest	Head of Maths		https://global.oup.com/privacy?cc=gb	
Website and publicity	Electronic	Photos	Website and publicity documents	Public			GDPR 6 (1)(a) - Consent of the data subject	Deputy Head	Until consent is removed.		
CCTV	Electronic	Images	Directory	Named staff	Police	Electronically	GDPR 6 (1)(e) – public interest	Deputy Head	As per CCTV policy		
Accident report forms	Paper	Name Incident	Scanned to network. Paper destroyed	Healthcare Assistant	LA	Manually/ electronically	GDPR 6 (1)(e) – public interest	Business Mgr	Date of accident plus 12 years (if case of serious accident then review for further period)		
Treatment record sheets	Paper	Name Form	Medical room	Healthcare Assistant			GDPR 6 (1)(e) – public interest	Business Mgr	Date of treatment plus 12 years (if		

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
		Treatment							case of serious accident then review for further period)		
Care plans	Paper/Electronic	Name Care plan	Medical room Directory	Healthcare Assistant	Staff	Electronic	GDPR 6 (1)(e) – public interest	Deputy Head	DOB plus 25 years		Scanned to Network
Early help form	Electronic	Name Address Issue	Directory	Pastoral staff and mentors	Outside agencies Parents Bolton ISA Team	Electronic/manual	GDPR 6 (1)(e) – public interest	Deputy Head	DOB plus 25 years		
Attendance list	Electronic on SIMS	Name Form Attendance	Attendance Office Sixth form office	Admin staff	SIMS Email	Manual	GDPR 6 (1)(e) – public interest	Deputy Head			
IPAD	Electronic	Student data including assessment videos, pupil premium, photos and SEN details	School IPAD	S Shepherd	Office 365 Information shared with staff and students where necessary.	Electronic	GDPR 6 (1)(e) – public interest	SD Mentor	Academic year plus 3 years		
Activelearn – Pearson course textbooks KS3 & 4 Kerboodle – Oxford Press – textbook for GCSE Thisislanguage – online learning GCSE only	Electronic	Login details	Website	Students			GDPR 6 (1)(e) – public interest		Until date of leaving	https://global.oup.com/privacy?cc=gb	
Governors reports/panel information	Electronic/paper	Various. May contain details of pupils. Especially behaviour and discipline issues	Directory MStore	Named staff Governors	All minutes on MStore		GDPR 6 (1)(e) – public interest	Head's PA and Governors	Signed copies – permanent. Inspection copies - date of meeting plus 6 years		

Staff and Governors

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Who is responsible for the data?	Retention Period	3 rd Party Processor agreement needed	Notes
New starter forms	Paper	Name Address DOB Phone number Caring responsibility NI number Emergency contact details Bank details Qualifications Right to work documents Salary information	HR files MStore	HR Manager Business Mgr Head's PA	SIMS LA Payroll Files for budgeting purposes Single Central Record	Manually Electronically Email via EGRESS	GDPR 6 (1)(b) - performance of a contract	HR Manager	25 years Paper copy destroyed immediately if information put on MStore		Scan to MStore – then shred
Changes to pay forms	Paper	Name Payroll number Salary	HR files MStore	HR Manager Business Mgr Head's PA	LA Payroll MStore Files for budgeting purposes	Manually Electronically Email via EGRESS	GDPR 6 (1)(b) - performance of a contract	HR Manager	25 years Paper copy destroyed immediately if information put on MStore		Scan to MStore – then shred
LA Payroll	Electronic	Name Payroll number Salary Bank details Maternity dates	LA server	LA staff	To school HMRC	Electronically	GDPR 6 (1)(b) - performance of a contract	LA			
Equal opportunity form	Paper	Name Ethnicity Gender Disability status Age Religion Caring responsibilities	Reception office	HR Manager Head's PA Reception Supervisor	SIMS Equal opportunity spreadsheet – data not names	Manually	GDPR 6 (1)(a) and 9 (2)(a) - Consent of the data subject	HR Manager	Destroyed once data entered onto SIMS and central Equal Opportunity spreadsheet at the beginning of employment.		For statistical purposes only
Equal opportunity spreadsheet	Electronic	Ethnicity Gender Disability status Age Religion Caring responsibilities No names detailed	Directory	HR Manager Head's PA Reception Supervisor			GDPR 6 (1)(a) and 9 (2)(a) - Consent of the data subject	HR Manager			For statistical purposes only
Training records	Paper	Name Course	Head's PA's Office	Head's PA	SIMS	Manually	GDPR 6 (1)(b) - performance of a contract	HR Manager	Only kept for reference. Low risk items. Destroy after 2 years.		Certificates held on MStore

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Who is responsible for the data?	Retention Period	3 rd Party Processor agreement needed	Notes
Medical information	Paper/electronic	Name DOB Sick notes OH Reports from Sugarman Health & Wellbeing	HR files MStore	HR Manager Business Mgr Head's PA	MStore	Electronically	GDPR 6 (1)(b) - performance of a contract – for sick notes GDPR 6 (1)(a) and 9 (2)(a) - Consent of the data subject for OH reports	HR Manager	25 Years Paper copy destroyed immediately if information put on MStore		Consent obtained when staff member enters details onto Sugarmans portal
Maternity information	Paper	Name Address Maternity information Payroll Number	HR files MStore	HR Manager Business Mgr Head's PA	LA Payroll	Email via Outlook	GDPR 6 (1)(b) - performance of a contract	HR Manager	Permanent. Paper copy destroyed immediately if information put on MStore		Live cases on the network, then MStored and files deleted
Overtime sheets	Paper	Name Overtime worked	HR manager's office - stored in lever arch files	HR Manager Business Mgr Head's PA	LA Payroll	Email	GDPR 6 (1)(b) - performance of a contract	HR Manager	Current year plus 6 years		Certificates held on MStore
Interview Notes and recruitment records (unsuccessful candidates)	Paper	Name Address Interview information Application form References ID taken for right to work	HR Manager's office in designated files	HR Manager Business Mgr Head's PA	N/A	N/A	GDPR 6 (1)(b) - performance of a contract	HR Manager	Date of interview plus twelve months then shredded		For successful candidates, all interview notes and recruitment records are stored on personnel files on MStore
Proof of identity for DBS	Paper	Name Address Photographic ID Copies of Identity documents as per the DBS identity checking list Form of Identity docs seen	HR files MStore	HR Manager	DBS Team – HR Chief Executive Team (DBS form only)	Email	GDPR 6 (1)(b) - performance of a contract	HR Manager	Permanent on personnel file		SCR – take copies of evidence then MStore
Disciplinary proceedings	Paper/Electronic	Name Details of disciplinary investigation	HR files MStore	HR Manager	To Governors and staff for disciplinary panels	Manual/Email	GDPR 6 (1)(b) - performance of a contract	HR Manager	Verbal: date +6mths Written: - L1 date +6mths -L2 date +12mths Final date +18mths Governors and staff destroy once disciplinary completed.		Task set up to remind to delete in MStore

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Who is responsible for the data?	Retention Period	3 rd Party Processor agreement needed	Notes
Allegation against staff	Paper/Electronic	Name Details of allegation	HR files MStore	HR Manager	To Governors and SLT for investigation. To LADO if necessary	Manual/Email	GDPR 6 (1)(b) - performance of a contract	HR Manager	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer. Governors and staff destroy once disciplinary completed.		If allegation data is to be stored on personnel file, this will be remain on file permanently
Single Central Record	Electronic	Name DOB Address Job Title DBS details Pre-Health employment checks References obtained	Directory	HR Manager Head's PA, HR Assistant & Reception for Agency staff	N/A	N/A	GDPR 6 (1)(e) – public interest	HR Manager	Until school closure		
SIMS	Electronic	Name Address DOB Phone number Ethnicity Caring responsibility Religion Gender NI number Emergency contact details Photo Absences Training records Qualifications Disability	Server	Staff with different access levels	Parentpay MStore MIDAS Staff downloads of information Workforce census for LA	Electronically	GDPR 6 (1)(b) - performance of a contract GDPR 6 (1)(a) and 9 (2)(a) - Consent of the data subject for ethnicity etc.	Data Manager			
Parentpay	Electronic	Name Credit card details	Website	Business Mgr Finance Team IT			GDPR 6 (1)(a) - Consent of the data subject	Parentpay for security Business Mgr for accuracy	Date of leaving	See above	We load on name and school email address but staff enter own credit card details.
MIDAS	Electronic	Name Photo	Website	Business Mgr Finance Team IT Catering	Staff downloads of information	Electronically	GDPR 6 (1)(b) - performance of a contract	Business Mgr	Date of leaving		

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Who is responsible for the data?	Retention Period	3 rd Party Processor agreement needed	Notes
FMS	Electronic	Name Bank details Expenses details	Server	Finance Team	Lloyds Bank	Electronic	GDPR 6 (1)(b) - performance of a contract	Business Mgr	Six years plus current		Can't delete old suppliers
Lloyds Bank	Electronic	Name Bank details Payment details	Website	Finance Team SLT Lloyds Bank	Payee banks	Electronic	GDPR 6 (1)(e) – public interest	Business Mgr		See above	
Paxton	Electronic	Name Attendance	Server	IT Business Mgr	Roll call	Electronically	GDPR 6 (1)(b) - performance of a contract	HR Manager	As staff leave		
Roll Call	Paper – in a lockable cupboard	Name	Reception	Reception staff Admin Team			GDPR 6 (1)(b) - performance of a contract	Business Mgr	Shredded after fire alarm		
SIMS	Electronic	Name Address DOB Phone number Caring responsibility NI number Emergency contact details Bank details Qualifications/training Right to work documents – if necessary Sick notes OH reports Maternity information Absence information DBS confirmation Disciplinarys/Grivances Allegations	Server	Named staff	N/A	N/A	GDPR 6 (1)(b) - performance of a contract	HR Manager	25 Years		
Salary payments	Electronic	Name Salary Tax NI	Email Directory	Business Mgr IT	Files for budgeting	Electronically	GDPR 6 (1)(e) – public interest for budgeting purposes	Business Mgr	Current year plus 6 years		
SBS	Electronic	Name Salary Maternity dates	Website	Business Mgr	Files for budgeting	Electronically	GDPR 6 (1)(e) – public interest for budgeting purposes	Business Mgr	Current year plus 6 years	See above	
Appraisal documentation	Paper/Electronic	Name Appraisal details	Directory	Line Manager			GDPR 6 (1)(b) - performance of a contract	Individual staff	Current year plus 5 years		

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Who is responsible for the data?	Retention Period	3 rd Party Processor agreement needed	Notes
Emails	Electronic	Various including email address	Server	Individual staff can access own emails IT can access all	To other staff	Electronically	GDPR 6 (1)(b) - performance of a contract	Individual staff			
Staff list	Paper/Electronic	Name Contact number	SLT Directory Evacuation boxes Snow file	SLT Admin staff			GDPR 6 (1)(b) - performance of a contract	Deputy Head	For a term until new one issued.		
Website/Publicity	Electronic	Photos	Website, Directory, publicity documents	IT	Public	Electronically	GDPR 6 (1)(a) - consent of the data subject	Deputy Head	Until consent withdrawn.		
Leave of absence and sickness forms	Paper/Electronic	Name Absence details Return to work meeting notes	MStore	HR Manager Head's PA	SIMS Payroll Mstore	Manually Electronically	GDPR 6 (1)(b) - performance of a contract	HR Manager	Paper copy destroyed immediately if information put on MStore. Leave of Absence forms are destroyed once entered onto SIMS. Sickness details and forms are saved on personnel file which are kept permanently.		
Treatment record sheets	Paper	Name Treatment	Medical room	Healthcare Assistant			GDPR 6 (1)(b) - performance of a contract	Healthcare Assistant	Date of treatment plus 12 years (if case of serious accident then review for further period)		To go on MStore
Accident report forms	Paper	Name Accident	Medical room	Healthcare Assistant	LA	Manually	GDPR 6 (1)(b) - performance of a contract	Healthcare Assistant	Date of accident plus 12 years (if case of serious accident then review for further period)		To go on MStore
CCTV	Electronic	Images	Directory	Named staff	Police	Electronically	GDPR 6 (1)(e) – public interest	Deputy Head	As per CCTV policy		
Business interest forms	Microsoft Form saved on network drive	Name Business interest	Head's PA office	Head's PA	Website	Manually	GDPR 6 (1)(e) – public interest	Head's PA	Current year plus 6 years		
Governor information sheet	Paper	Name Address Email DBS documents	Head's PA office	Head's PA	Single Central Record SIMS Email system	Manually/electronically	GDPR 6 (1)(e) – public interest	Head teacher	When Governor leaves		Saved on the directory and paper shredded

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Who is responsible for the data?	Retention Period	3 rd Party Processor agreement needed	Notes
		Photo									
Governors reports/panel information	Electronic/paper	Various. May contain details of staff. Especially discipline issues	Directory MStore	Named staff Governors			GDPR 6 (1)(b) - performance of a contract	Head's PA and Governors	Signed copies – permanent. Inspection copies - date of meeting plus 6 years		Saved on the directory and paper shredded

School Direct

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
School Direct applications	Paper/Electronic	Name Address Photo ID Qualifications Previous work Nationality Country of birth Gender DBS Interview notes References Disability	W Whipp office Directory	Named staff	LJMU SIMS Single Central Record Placement schools	Electronic Manually	GDPR 6 (1)(b) - performance of a contract	SD Director	Permanent as worked in school. After leaving scan files to MStore		
Google Drive	Electronic	Student teacher data including assessments and lesson observations	Stored on Google Drive	J Parr Professional mentors Student – their own data	LJMU Tutors via Google Drive Access	Electronically	GDPR 6 (1)(b) - performance of a contract	SD Director	Training year plus 3 years	Y	
Laptop	Electronic	Student teacher data (observations)	Hard drive (encrypted)	JO PARR REBECCA SCOTT DAMON HESFORD LAURA BRYANT	Office 365 LJMU Placement Schools	Electronically	GDPR 6 (1)(b) - performance of a contract	SD Director	Training year plus 3 years		

Community Centre users

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
Sports Centre staff contact details	Paper	Name Contact numbers	Sports Centre reception	Sports Centre staff			GDPR 6 (1)(b) - performance of a contract	Community Manager	Until staff leave		
Sports Centre staff training and qualification records	Paper	Name Qualifications Training	Sports Centre office	Sports Centre staff			GDPR 6 (1)(b) - performance of a contract	Community Manager	Permanent		
Hirer agreements	Paper	Name Address Phone Numbers Email Addresses Qualifications of the various coaches that	Sports Centre office	Sports Centre staff	DBS to HR Manager		GDPR 6 (1)(b) - performance of a contract	Community Manager	6 years plus current		

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
		are employed by the hirer. Evidence of DBS disclosure for coaches working with children within the sports centre. This may include a photocopy of their DBS disclosure. Hirer insurance details									
Customer details	Electronic/Paper	Sports Centre customers email addresses Details of customer bookings on the sports centre booking system which will include their name, phone number and possibly an email address. Booking forms for activities such as birthday parties which will include customer details including name, phone number, home address and email address.	Sports Centre office/Server	Sports Centre staff			GDPR 6 (1)(b) - performance of a contract GDPR 6 (1)(f) – legitimate interest to email marketing information	Community Manager	6 years plus current for booking information as this is financial.		

Alumni

Data form	Format	Details held	Storage	Who has access?	Where data goes to	How is data transferred	Legal basis for collection	Information Asset Owner	Retention Period	3 rd Party Processor agreement needed	Notes
Alumni consent register	Electronic	Name Email address Date of leaving	Mailchimp	Business Manager			GDPR 6 (1)(a) - consent of the data subject	Business Manager	Until consent removed	See contract on MStore	

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