



What data is collected?	Owner	Personal Data	Who is it collected from?	Why is it collected?	Risks and Impact	How is data obtained?	Where is data stored?	Who has access?	Retention Period	Legal Grounds for processing	Action Required
<b>Prospective Parents: Names &amp; telephone numbers</b>	Admin	Yes	Prospective parent	To book on to tours/arrange visits		Via email from county	X drive, encrypted, SIMS	Relevant Members of Staff	Until pupils are admitted or withdraw	Public task	
<b>Names, contact details, pre-school attended</b>	Admin	Yes	Prospective parents	Pre-admissions process		Via email from county, CTF	X drive, encrypted, SIMS	Relevant Members of Staff	Until pupils are admitted or withdraw	Public task	
<b>Children's names, DoB, address, educational history, siblings Parent's names, email addresses &amp; phone numbers, court orders, armed forces status, third party contacts, food/dietary requirements, Ethnicity, Religion, Country of birth, Nationality, languages, awards, personality details, travel arrangements</b>	Admin	Yes	Parent/Carer	Admissions process - information required for the registration of the pupil with the school		Admissions Form, CTF	SIMS.net database, pupil files (paper)	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Medical information</b>	Admin	Yes	Parent/Carer Medical Professionals	Admissions process - information required for the registration of the pupil with the school		Admissions Form Medical correspondence Medical Forms	SIMS.net database, pupil files (paper)	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	

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<b>SEN Information</b>	Admin	Yes	Parent/Carer Specialist agencies	Admissions process - information required for the registration of the pupil with the school		Admissions Form Specialist reports	SIMS.net Files (paper) Medical Files around the school (paper)	Relevant Members of Staff	30 years	Public task	
<b>ID- birth certificate council tax bill</b>	Admin	No	Parent/Carer	Legal requirement		Admissions process-from parent/carer	<i>Copy is not retained. Verification is recorded on paper and in SIMS</i>	Relevant Members of Staff	None	Public task	
<b>Pupil Folders (paper correspondence and documentation)</b>	Admin	Yes, sensitive	Parents, Outside Body, Staff	Legal requirement		Collation of documents received	Paper folder. Secured in offices	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Names of pupils, names of parents, signatures, medical details, contact information, dietary requirements. Record of attendance. Correspondence with family. Request for absence</b>	Admin	Yes	Parents/carers	Statutory requirements		Parents	Paper copies SIMS.net	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	

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<b>Accidents/injuries to children</b>	Admin	Yes, potentially sensitive	Pupils Staff	Statutory requirement		Verbally or e-mail Witness statements	Files, paper copies SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Administration of Medication records</b>	Admin	Yes, sensitive	Pupils Staff	Statutory requirement		Verbally E-mail	Paper files in Nurse's Office, SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Assessment Data : names: contextual</b>	Assessment officer	Yes	Prior assessment via CTF, MEGs from FFT, ongoing data from teachers	Target setting and monitoring performance		Teachers, DfE	SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>FSM entitlement for parent</b>	Admin Officer	Yes	WSCC, parent/carer			Form from parents or from WSCC	SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	

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<b>Teacher internal communications</b>	School staff	Yes, sensitive	Other Staff	Operational requirement		Verbally or via email	Corporate email system	Relevant Members of Staff	Stored for one month in Bin, or as long as member of staff is at school if folders used	Public task	
<b>Annual confirmation of basic data (name, address, contacts)</b>	Admin	Yes	Parent or Carer	Annual check of data		Data Collection Sheet	SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Pictures of children (internal / school use)</b>	School staff	Yes	Pupils			Cameras, phones, school photograph her	SIMS, shared drives	Relevant Members of Staff	Five years	Public task/consent	
<b>Pictures of children (external body use)</b>	School staff	Yes	Pupils			External photograph her	External agent	Relevant Members of Staff	n/a	Public task/consent	
<b>Pictures of children with names (internal / school use)</b>	School staff	Yes	Pupils			Cameras, phones, school photograph her	SIMS, shared drives	Relevant Members of Staff	Five years	Public task/consent	
<b>Picture displays to highlight medical condition</b>	Admin	Yes, sensitive	Pupils			Cameras, phones, school photograph her	To be stored in a secure environment away from visitors	Relevant Members of Staff	One year (renewed)	Vital interest of data subject/Consent	

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<b>Visitor Information: Names, car registration numbers</b>			Parents/carers /visitors	Fire regulations /Safeguarding		Signing in sheets	Reception store cupboard	Relevant Members of Staff	One year	Public task	
<b>CCTV</b>	Admin	Yes	Anyone on site	Security and Safety of site			On the CCTV DVR	Relevant Members of Staff	One year	Public task	
<b>Complaints: Names, details of complaint, contact details</b>	School/ Governing body	Yes, potentially sensitive	Complainant	To deal with complaint		Data will come in by letter, e-mail, telephone	Shared drives	SLT, governors	Five years	Public task	
<b>SEN Pupil folders</b>	Senco/ Sen Team/ DSL	Yes, sensitive	Various sources / agencies / parents	Operational requirements Legal requirements		Primary schools, other parents, other agencies	Paper files stored securely in SEN	Relevant Members of Staff	30 years	Public task	
<b>Child Protection and safeguarding data</b>	Senco/ Sen Team/ DSL	Yes, sensitive	Previous school/social services/parents/family members/pupils/staff	Legal requirements		Staff and other agencies	CPOMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	

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<b>Adoption Orders, SGO, Supervision orders</b>	Senco/ Sen Team/ DSL	Yes, sensitive	Parent or Carer	Legal requirement		Requested from parents/carers	In the pupil folder, SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Information about pupils : siblings and other family members: social workers: previous foster parents and families and information about child protection proceedings: Pupils extended family details, social network contact, disclosures about neglect or abuse about any relevant party. Medical information. Assessments. NHS numbers. Criminal records. Social services records. Details of Police/Social services and/or external agencies intervention.</b>	Senco/ Sen Team/ DSL	Yes, sensitive	Pupils/parents outside agencies	To inform learning, pastoral, medical provision		Face to face meetings: other agency forms	Locked Filing cabinet, Work Email, SIMS, CPOMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Name and contact details of therapists: DBS: right to work and public liability: individual place of work; passports and driving licences:</b>	Senco/ Sen Team/ DSL	Yes, sensitive	Play therapists and Sussex psychology	To inform learning/pastoral provision		Outside agencies	Single Central Register	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	

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<b>Content of sessions: names of other professionals they are using: family history</b>	Senco/ Sen Team/ DSL	Yes, sensitive	External agencies	To inform learning/pastoral provision		Face to face, email, letters	Locked Filing cabinet, SIMS, CPOMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	
<b>Forwarding address for leavers, proposed changes in educational provider</b>	Admin	Yes	Parents/carers	Statutory requirement		E-mail Letter Verbal	SIMS	Relevant Members of Staff	Until student reaches the age of 25, or 30 years after leaving school if SEN	Public task	