

Type of personal data	Why was the information collected	information be regularly updated/added to (Yes/No)	What personal information was collected?	How did you obtain the information	Was consent obtained? (Yes/No)	Was there a privacy impact assessment? (Yes/No)	What format is the information held in?	Where is the information held?	What security protects the information?
e.g. contact details for an event held by the school	e.g. to keep the attendee informed of progress and know who is attending	Yes	e.g. names and address	e.g. provided by parent	No	No	e.g. electronic		
e.g. pupil and parent information	e.g. to hold contact details for pupils and parents	Yes	e.g. Pupil names, dates of birth, address, SEN details, parent contact details	e.g. provided by parent	Yes	No	e.g. electronic and paper records		
Child Protection files	Safeguarding referral	Yes	Safeguarding data, names, d.o.b, address	School admin, Safeguarding reporting doc- provided by parent	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet (permanent).
Allegation of a child protection nature against a member	Safeguarding referral	Yes	Safeguarding data, names, d.o.b, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet (permanent).
Governors									
Minutes	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet (permanent).
Principal set (signed)	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet (permanent).
Inspection Copies	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Agendas	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Reports	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Instruments of Government	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet (permanent).
Trusts and endowments	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet (permanent).
Action Plans	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Policy Documents	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Complaints Files	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Annual reports required by the DfE	Compliance Gov Regulations/ partial shared	Yes	Address, contact details	Compliance provided by School governor	Yes	Yes	electronic and paper	paper files and electronic school office and clerking service	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Management									
log books	Compliance Gov Regulations	Yes	names, roles	School admin, staff log	Yes	Yes	electronic and paper	paper files and electronic school office	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Minutes of SMT Meetings	School Management Record, compliance	Yes	names, roles	School admin, staff log	Yes	Yes	electronic and paper	paper files and electronic school office	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Reports produced by the head or SMT	School Management Record, compliance	Yes	names, roles	School admin, staff log	Yes	Yes	electronic and paper	paper files and electronic school office	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Correspondence produced by the head, SMT, admin	School Management Record, compliance	Yes	names, roles	School admin, staff log	Yes	Yes	electronic and paper	paper files and electronic school office	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Professional Development Plans	School Management Record, compliance	Yes	names, roles	School admin, staff log	Yes	Yes	electronic and paper	paper files and electronic school office	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
School Development Plans	School Management Record, compliance	Yes	names, roles	School admin, staff log	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Pupils									
Admission registers	School Management Record, compliance	Yes	names, address, telephone, medical,d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.

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Attendance registers	School Management Record, compliance	Yes	name, class d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Pupil records	School Management Record, compliance	Yes	names, address, telephone, medical, d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Pupil Files	School Management Record, compliance	Yes	name, class d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
SEN / IEP Files	School Management Record, compliance	Yes	names, address, telephone, medical, d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Authorised absence correspondence	School Management Record, compliance	Yes	name, address, d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
SATS data and test results	School Management Record, compliance	Yes	name, class, gender, d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
SEN Statement	School Management Record, compliance	Yes	names, address, d.o.b, test outcomes	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
SEN Advice and parent info	Parental communication	Yes	name, address	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Accessibility Strategy	School Management Record, compliance	Yes	name, address, d.o.b	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Parental permission slips -school trips	Parental consent	Yes	name, class	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Parental Permission slips following a major incident	Parental consent	Yes	name, class	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Curriculum									
School Development Plan	School Management Record, compliance	Yes	names, roles, expenditure, cost centres	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Curriculum returns	School Management Record, compliance	Yes	names, roles, expenditure, cost centres	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 3 years are shredded.
Schemes of work	School Management Record, compliance	Yes	names, roles, expenditure, cost centres	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 1 year are shredded.
Mark books	School Management Record, compliance	Yes	names, d.o.b	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 1 year are shredded.
Timetable	School Management Record, compliance	Yes	names	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 1 year are shredded.
Class record book	School Management Record, compliance	Yes	names, d.o.b, gender,marks	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 1 year are shredded.
Record of homework	School Management Record	Yes	names, class, marks	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 1 year are shredded.
Samples of pupils work	School Management Record	Yes	names, gender, class group	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
SATS Records Test papers and results	School Management Record	Yes	names, d.o.b, gender,marks	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
PAN reports	School Management Record	Yes	names, addresses, d.o.b	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 1 year are shredded.
Value Added and contextual data	School Management Record	Yes	names, d.o.b, gender,marks	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.

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Self evaluation forms SEF, SIAMS	School Management Record	Yes	names, roles.	School management	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Personnel									
Timesheets, sick pay	Staff payroll	Yes	National Ins No. name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Staff Personal Files	Safeguarding, Appraisal	Yes	name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Interview records	Safeguarding	Yes	name, address, cv docs- references	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Pre employment vetting DBS	Safeguarding	Yes	name, address, proof if identity	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Disciplinary Proceedings	Teaching status log	Yes	name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Oral warning	Staff- professional concern record	Yes	name, address, cv docs- references	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Written warning-L1	Staff- professional concern record	Yes	name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Written warning L2	Staff- professional concern record	Yes	name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Final warning	Staff- professional concern record	Yes	name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Case not found	Record of investigation by School Gov	Yes	name, address	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Injury/ accident at work records	Accident Record / Log	Yes	name	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Annual Appraisal Records	Professional development	Yes	name, teaching post	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Maternity Pay Records	Staff Payroll, Insurance Claim	Yes	name, address, national insurance	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Retirement Records	Staff Payroll	Yes	name, address, national insurance	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
DBS disclosure records proofs of identity	Safeguarding	Yes	name, teaching post, Tchr Registration	Staff member	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Health and Safety									
Accessibility Plans	Safeguarding	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Accident reporting	Safeguarding	Yes	names, location, incident, action	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
adults	Safeguarding	Yes	names, location, incident, action	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
children	Safeguarding	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
COSHH	Sageguarding		names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.

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Incident reports	Safeguarding	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Policy Statements	Safeguarding	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Risk assessments	Safeguarding Health and Safety	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Asbestos records	Yes	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Fire precaution records/ log books	Safeguarding	Yes	names, location	school administration	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Administrative									
Employer's Liability Certificate	Compliance	Yes	names roles	Insurance cover	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Inventories of equipment and furniture	Compliance- assets	Yes	location, staff roles	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
General file series	Strategic management	Yes	school data gathering, processing	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
School brochure / prospectus	Communication	Yes	e mails, names, class	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Circulars (staff/parents/pupils)	Communication	Yes	e mails, names, class	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Newsletters	Communication	Yes	e mails, names, class	School admin	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Visitors' book	Safeguarding, compliance	Yes	names, car reg	Parents, visitors	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
PTA minutes	Communication	Yes	names, e mail, class	Parents	Yes	Yes	electronic and paper	paper files and electronic school office server	access to IT system required user names and passwords. User accounts are reviewed every 6 months. Manual records are held in a locked cabinet after 6 years are shredded.
Finance									
Annual Accounts	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Loans and grants	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Contracts	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Copy orders	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Budget reports, monitoring	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Invoice, receipts etc	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Annual Budget papers	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Order books, requisitions	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Delivery documentation	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Debtor's records	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School Fund Cheque books	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School fund Paying in books	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School fund ledger	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School fund invoices	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School fund Receipts	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School fund Bank Statements	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Petty Cash Books	Financial Management / Audit	Yes	Invoicing procedure checks- signatures	staff	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Property									
Title deeds	Capital management- buildings	Yes	buildings data	Chester Diocese	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Plans	Capital management- buildings	Yes	buildings data	Consultant / Surveyor	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Maintenance Contracts	Capital management- buildings	Yes	buildings data	Trafford	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Leases	Capital management- buildings	Yes	buildings data	School Governors	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Lettings	Capital management- buildings	Yes	buildings data	School Governors	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Burglary etc report forms	Capital management- buildings	Yes	buildings data	Trafford	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Maintenance Log Books	Capital management- buildings	Yes	buildings data	Trafford	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Contractors Reports	Capital management- buildings	Yes	buildings data	Consultant / Surveyor	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
DfE									
Inspection reports	School Performance/ Improvement	Yes	School performance data	OFSTED / National Society Church Schools	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage

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Ofsted reports	School Performance/ Improvement	Yes	School performance data	OFSTED / National Society Church Schools	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Returns	School Performance/ Improvement	Yes	School performance data	OFSTED / National Society Church Schools	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
Circulars from DfE	School Performance/ Improvement	Yes	School performance data	OFSTED / National Society Church Schools	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School Meals									
Dinner register	School Meals Management	Yes	names, funds, payments	parents	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage
School Meals Summary	School Meals Management	Yes	names, funds	parents	Yes	Yes	electronic and paper	secure paper files and electronic school office	passwords and secure storage

Name of officer responsible for the information?	Contact details of officer responsible for the information?	Is the information shared with others (Yes/No)	Who is the information shared with?	Has there been an information sharing agreement (Yes/No)	How long is the information held for?	Is the information held in an IT system or stored by a third party?	Does the School have a legal contract in place with the IT system supplier or third party?	Name of the IT system or third party contractor?	Has the IT system been reviewed by Audit Services?	Any further comments
		No	e.g. NA		e.g. 6 years	No	n/a		n/a	e.g. No further comments
		Yes			e.g. 6 years	Yes	Yes		Yes	e.g. No further comments
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford MARAT	Yes	D.O.B + 25Years	Yes	Yes	Trafford LA	Yes	No further comments
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Safeguarding, Trafford HR, School Gov. Disciplinary	Yes	10 Years from the date of allegation	Yes	Yes	Trafford LA	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking Service, Public	Yes	Permanent	Yes	Yes	Trafford LA	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking Service, Public	Yes	Permanent	Yes	Yes	Trafford LA	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking Service, Public	Yes	Meeting + 6 years	Yes	Yes	Trafford LA	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking Service, Public	Yes	Meeting + 6 years	Yes	Yes	Trafford LA	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking Service, Chester Diocese		Permanent	Yes	Yes	Trafford LA/ Chester Diocese	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Church PCC's, Trafford Clerking Service, Chester Diocese	Yes	Permanent	Yes	Yes	Trafford LA/Chester Diocese	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	School Community	Yes	3 years	Yes	Yes	Nemysis	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	School Community	Yes	3 years	Yes	Yes	Nemysis	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking	Yes	6 Years	Yes	Yes	Trafford LA	Yes	No further comments
School Office Manager/ School clerking service	School Office- altrinchamce.admin@trafford.gov.uk	Yes	DfE	Yes	10 Years	Yes	Yes	DfE	Yes	No further comments
	School Office- altrinchamce.admin@trafford.gov.uk	No								
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Teachers, School Governors	No	6 Years	No	N/A	N/A	N/A	No further comments
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Head teacher	Yes	5 Years	Yes	Yes	Tafford LA	Yes	No further comments
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	School Governors	Yes	5 Years	Yes	Yes	Tafford LA	Yes	No further comments
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Church PCC's, Trafford Clerking Service, Chester Diocese	Yes	3 Years	Yes	Yes	Tafford LA	Yes	No further comments
Head teacher	School Office- altrinchamce.admin@trafford.gov.uk	No	N/A	Yes	6 Years	No	Yes	Tafford LA	Yes	No further comments
Head teacher,School Governor	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford Clerking Service, School Community	Yes	6 Years	Yes	Yes	Tafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	6 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments

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Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	3 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	Transfer	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manger, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	Transfer	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manger, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	25 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manger, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	2 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents, School Community- Web S	Yes	6 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manger, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	30 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	12 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	12 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	End of trip	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	25 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	6 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manger, headteacher+K45:K55	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	3 Years	Yes	Yes	CAPITA SIMS	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	1 Year	Yes	Yes	Trafford LA, Nemysys	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	1 Year	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	1 Year	Yes	Yes	Trafford LA, Nemysys	Yes	No further comments
Office manger, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	1 Year	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	1 Year	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	1 Year	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	6 Years	Yes	Yes	CAPITA SIMS, DfE, Nemysys	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	6 Years	Yes	Yes	CAPITA SIMS, DfE	Yes	No further comments
Office manager, headteacher	School Office- altrinchamce.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	6 Years	Yes	Yes	CAPITA SIMS, DfE	Yes	No further comments

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Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA, SIMS, DfE, Parents	Yes	6 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	7 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 months	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 months	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 months	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 months	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 months	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	12 months	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	18 months	Yes	Yes	Trafford LA	yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	Immediately on findings	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	12 years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	5 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	3 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes	6 Yearas	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	HR, Staffing	Yes		Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA, Chester Diocese, School Gov	Yes	6 Years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA	Yes		No	No	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA	Yes	7 Years	No	No	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA	Yes	25 Years	No	No	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA	Yes	10 Years	No	No	Trafford LA	Yes	No further comments

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Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Staff, School Governors, Parents, Trafford LA, Chester Dioc	Yes	Replace former report	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Staff, School Governors, Parents, Trafford LA, Chester Dioc	Yes	6 years	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Staff, School Governors, Parents, Trafford LA, Chester Dioc	Yes	Current	Yes	Yes	Trafford LA	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA	Yes	3 years	Yes	Yes	Parent Pay	Yes	No further comments
Office manager, headteacher	School Office- altrinchance.admin@trafford.gov.uk	Yes	Trafford LA	Yes		Yes	Yes	Parent Pay	Yes	No further comments