ODST Oxford Diocesan Schools Trust

Data Asset Register (amend to suit YOUR school's processes and policies)

Type of Data * for each type of data breakdown into categories, e.g name, dob, ethnicity, health info, SEN needs, safeguarding, log in details, assessment info etc	What personal data is stored	How and why was it collected	Lawful basis for processing	Any special category data?	Lawful condition for processing special category data	Consent obtained if required	Where is the data stored	Location	Volume	Format	What security measures are in place
Pupil Data (some examples are below but ensure you amend accordingly)											
Pupil Personal data											
Pupil Pastoral records											
Reports to Parents											
Pupil Assessment Data											
Pupil Behaviour Information											
Pupil Safeguarding Information and Child Protection files											
Special Educational Needs Data and Pupil Interventions											
Pupil Network logins and email accounts											
Images of Pupils											
Parent Data (some examples are below but ensure you amend accordingly)											
Parent Contact details											
Other personal details											
Staff Data (some examples are below but ensure you amend accordingly)											
Staff personal data											
Staff emergency contact information											
Staff payroll data											
Staff personnel files information											
Recruitment information											
Staff Disciplinary											
Staff Grievances											
Staff Appraisal											
Staff Accidents at Work											
Finance Data (some examples are below but ensure you amend accordingly)											
Suppliers and some staff Bank details											
Suppliers information											
Governor Data (some examples are below but ensure you amend accordingly)											
Personal data											
Contact Information											
Data held by Third Parties - as mentioned above - further information (some examples are below but ensure you amend accordingly)											
Parentmail											
Pupil Assessment Data Trackers											
Maths/Literacy Programmes											
Library Apps											
School Photographer											
Medical and HR data											
Banks											
CCTV providers											

Who has access to it?	Is it ever taken off site	Where and why is it ever shared externally , if at all	Published (if and where?)	How do we ensure it is accurate and up to date	Retention Period	Risks / impact	Level of Risk (H/M/L)	Is it held by a third party	Is a GDPR compliant contract in place with the third party	Third Party Policies/ Data Protection Contracts