

## ODST Data Mapping Register: Worked example (St Mary's Banbury)

Who	What						When		Who		Where	
	Description of data	Type of data (Personal) (Special)		How is it collected?	Legal Basis	Lawful condition for special category data	What is it used for? (Does it leave the school site?)	Updated	Retention (ICO Retention Schedule Ref)	Who can access it? (HT, AO, CT, Staff, GB)	Who is it shared with?	Where is it stored?
		PD	SD									What security measures are in place to protect it?
<b>Pupils and Parents</b>												
	Pupil Admission Forms Name DOB Address/telephone numbers Email addresses Contact details for parents Emergency Contact Details Gender SEND info Previous education history Medical details Ethnicity Religion	X	X	Paper form completed by parent on entry and reviewed annually, inputted into SIMS	Compliance with Legal Obligation/ Public Task	Reasons of substantial public	To administer pupil education and welfare  (Does not leave school site)	Annually or when informed by parents	Retain while pupil at the school (4.3a)	HT, DSL Staff, External IT personnel	Relevant school personnel  Other schools (CTF)  LA DfE Medical professionals	Paper copy in locked filing cabinet.  Sims  CPOMS
	Medical	X		Admissions form completed	Compliance with Legal	Explicit consent or reasons of	To administer pupil education and	Annually or when informed	2 years after cohort	HT, DSL Staff, External	Relevant school personnel	Paper copy held in secure filing

	conditions/ dietary requirements/a dminister ring of medicines			by parent on entry and reviewed annually  Healthcare Plans	Obligation/ Public Task	substantial public interest	welfare  (Does not leave school site unless child on offsite visit)	by parents	leaving the school	IT personnel	Other schools (CTF)  Medical professional s	cabinet in school office.  SIMS  CPOMS  Securely in classrooms.
	Pupil Records	X	X	Pupil reports  Letters from professional s  Info from previous educational establishme nts	Complianc e with Legal Obligation/ Public Task	Reasons of substantial public interest	To administer pupil education and welfare  (Does not leave school site)	As necessa ry	Retain while pupil at the school and send to new school upon transfer	Staff, DSL	Relevant school personnel	SIMS  Paper copy held in secure filing cabinet in school office.  CPOMS
	Pupil absence documentation	X		Paper form complet ed by parent (Reque sts for absenc e)  Electronic form completed by parent	Compliance with Legal Obligation/ Public Task		Tracking/author ising absences  To administer pupil education and welfare (Does not leave school site unless for individual needs e.g. meeting attendance)	As necessa ry	Date of absen ce +2 year s (	HT, DSL Staff, External IT personnel	Admin staff  HT/AHT LA attendance team	SIMS  Attendance folder  Absence recording book.  CPOMS.
	SEND			EHCP documents  SEND register/pro vision map	Compliance with Legal Obligation/	Reasons of substantial public interest	To administer pupil education and welfare  (Does not leave	Progress reviews termly	Retain while pupil	HT, DSL, Staff, External IT	Relevant school personnel  Local Authority and Multi Agencies	Paper copy and paperwork held in cupboard in classrooms.

	information		X	Progress overviews	Public Task		school site unless for individual needs e.g. meeting attendance)	Annual reviews	remains at school then transfer 4.14	personnel, Trust Personnel	e.g. SALT, EP, Family Support Workers, School Nurse etc.  Other schools (CTF)  Medical professionals	Google Drive  CPOMS  SIMS  Target Tracker
	FSM/PP/LAC		X	Internal data tracking documents/reports	Compliance with Legal Obligation/  Public Task	Reasons of substantial public interest	To administer pupil education and welfare  (Does not leave school site unless for individual needs e.g. meeting attendance)	Annually or when informed by parents	Retain while pupil remains at school then transfer	HT, DSL,  Staff, External IT personnel, Trust Personnel	Relevant school personnel  Other schools (CTF)  LA  DfE  Medical professionals	Google Drive  SIMS  CPOMS
	Photos	X		School cameras and iPads, downloaded Google Drive	Consent for publication		Curriculum	N/A	1 year after cohort	HT, Staff, External	Relevant school personnel	SIMS , CPOMS, Google Drive  Website
				School photographer	Public Tasks for identification		Record keeping  Safeguarding  Historical interest Publicity to include social media  (Does leave site with		leaving the school	IT personnel, public (on website)	Public (displays, website, news)	Website  SIMS

						consent) Curriculum					
Video/Audio Recording	X	X	School iPads, cameras - downloaded onto school google drive	Consent for publication  Public Tasks for identification	Reasons of substantial public interest	Record keeping  Safeguarding  Historical interest  Publicity to include social media  (Does leave school site with consent)  Curriculum	N/A	1 year after cohort leaving the school)	HT, External IT personnel, public (on website )	Relevant school personnel  Public (displays, website, news)	SIMS  Website  Google Drive google drive  CPOMS
Child protection, Violent Incident, Physical Intervention, Racist Incident forms	X		CP concern documents stored electronically on the school google drive and password protected  Online forms submitted to LA via secure portal	Public Tasks  Vital Interests		To administer pupil education and welfare  Safeguarding  Reporting serious incidents  (Does not leave school site unless for individual needs e.g. CP meeting)	As necessary	Retain whilst pupil in school and transfer securely when child leaves for new school	HT, DSL, Trust Personnel	Relevant school personnel , LA	CPOMS  Kept separate from pupil's main file  Google Drive
Accident	X		Accident book Online accident reporting	Compliance		Safeguarding and pupil welfare	N/A	Keep books until youngest child entered	HT, DSL, Staff, Trust	Relevant school personnel	CPOMS  Accident Book in Classrooms

	reports and accident investigation			secure portal	e with legal obligation		(Does not leave school site)		has reached age 22 RIDDO R reported online and held electronically	Personnel	LA HSE	Archived books kept in school office.
	Attainment and progress data/curricula records				Compliance with Legal Obligation / Public Task		To administer pupil education and welfare – tracking and reporting progress and attainment  (Does not leave school site)	Sept, Nov, Feb, Apr and July	Whilst operationally required	HT, External IT personnel	Support staff Parents Other schools (CTF) LA DfE	Target Tracker Google Drive
	Communication with parents	X		Annual reports Feedback Personal letters	Public Task		To administer pupil education and welfare  (Does not leave school site)	N/A	Retain while pupil is at school then to new school	HT, External IT personnel	School staff as appropriate	CPOMS Parent Mail Gmail Google Drive
	School trip information including name, medical and emergency contact details	X		Paper copies completed by parents	Public Task		To administer pupil education and welfare  (Does leave school site)	As necessary	Date of event + 1 year	School staff	School staff as appropriate and agents running trip.	CPOMS Parent Mail Gmail Google Drive
	Individual SATs Results	X		NCA Tools Portal access by HT Copies	Compliance with Legal Obligation/ Public Task		To administer pupil education on behalf of DfE  (Does not leave school site)	N/A	DOB +22 years	HT, Admin	Parents DfE CT	Target Tracker SIMS Google Drive

			<b>printed</b>			<b>site)</b>						
	Individual SATs Papers	X	NCA Tools Portal access by HT.	Compliance with Legal Obligation/ Public Task		To administer pupil education on behalf of DfE  (Does not leave school site)	N/A	Current Year +1 year)	HT, Admin	CT	Locked cupboard.	
	CCTV images	X	Collected electronically	Public Task		Security Measures  (Does not leave school site unless requested by Police)	N/A	In accordance with google drive make and model	HT, DSL, Trust Personnel, Office Staff, AHT	Security Company or Police	Google Drive	

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		PD	SD									

**School Staff**

	Staff Application Form Name DOB Address Email Telephone numbers Contact details Previous educational history Previous employment details	X	Application form and Equality Monitoring Form completed by staff prior to interview	Performance of a contract  Necessary to carry out tasks in the Public Interest		Identification and checking purposes  (Does not leave school site)	Whenever changes occur (addresses)	End of employment + 7 years for successful applicants  Date of application + 6 months for unsuccessful applicants	HT, DSL, Trust Personnel, Office Staff, AHT	Relevant school personnel and LA  Application form shared with shortlisting and interview panel	SIMS Google Drive Inventory Single Central Register (Password protected)  Paper copy held in secure cupboard in school office.  Bluesky
	Interview		Application					End of employment		Relevant	Single Central

	notes and recruitment records e.g. educational qualifications; CV; references; pension, next of kin; prohibition; right to work in the UK etc.	X		form completed prior to interview. Inputted into secure cloud storage school networkheld within UK. Pre-employment check sheet. Staff entry form.	Performance of a contract  Compliance with Legal Obligation/ Public Task		Identification and checking purposes. Emergency contact  (Does not leave school site)	Whenever changes occur (pension)	+ 7 years for successful applicants. Date of application + 1 year for unsuccessful applicants	HT, Trust Personnel, Office Staff AHT, DSL,	relevant school personnel and relevant interview panel members	Register (Password protected)  Paper copy held in secure cupboard by school office
	Pre-employment vetting information		X	DBS check; references; passport; driving licence; proof of identity checks; proof of right to work in UK; List 99 (barring list); Childcare Disqualification Staff Declaration Form.	Compliance with legal contract obligation and compliance with DfE KCSiE	Employment . social security and social protection	Identification and checking purposes.  (Does not leave school site)	When next DBS check occurs	End of employment + 7 years	HT, Trust Personnel, AHT, DSL, Office Staff	Relevant school personnel  OFSTED inspectors	Single Central Register (password protected)  Some paper copies held in secure cupboard in school office.
	Characteristics e.g. nationality, ethnicity, sexual orientation, disability etc.	X	X	Equality Monitoring Form completed on entry	Compliance with legal contract obligation , where appropriate	Explicit consent, where appropriate	Monitoring and ensuring of equality  (Does not leave school site)	If changes occur	End of employment + 7 years) for successful applicants  Date of application + 6 months for unsuccessful applicants	HT, Trust Personnel, AHT, DSL, Office Staff	Relevant school personnel only	Paper copy held in secure cupboard in school office.  SIMS  Google Drive

				consent								Inventory
NI number, bank details, tax number, payroll number and records	X		From individual on start of employment	Compliance with legal contract obligation		To pay staff (Does not leave school site)	Whenever changes occur	End of employment + 7 years (7.4)	HT, Trust Personnel,	Relevant school personnel only  Trust – payroll provider		Paper copy held in secure cupboard in school office.  Google Drive
Health e.g. NHS number; medical conditions & dietary requirements; staff sickness records; sickness management reports; OH referrals and reports	X		Health Declaration Form completed by staff on entry.	Compliance with legal contract obligation  Protection of vital interests  Staff sickness - Limitation Act (1980)		To administer staff welfare and safety  (Does not leave school site)	Whenever changes occur	Staff sickness records e.g. Dr notes – academic year +3.  Ill health referrals end of employment + 7 years) for successful applicants.	HT, Trust Personnel,	Relevant school personnel  Other schools (CTF)  Medical professionals		Google Drive  Paper copy held in secure cupboard in school office
Staff transport and car checks	X		Insurance check (business for transporting children)  Transporting Children checklist and details  Car registration	Compliance with legal contract obligation  Necessary to carry out tasks in the Public		Insurance protection (Does not leave school site)	Whenever changes occur	End of employment	HT, DSL, Trust Personnel, Office Staff, AHT	Relevant school personnel		Google Drive
Staff annual appraisal records	X		Collected as part of appraisal cycle in discussion with	Compliance with legal contract obligation  Necessary		Monitoring/ performance of contract (Does not leave	In line with appraisal cycle	Current appraisal year + 5 years	HT, appraiser and	Recommendation shared with GB pay committ		Google Drive  Paper copy held in secure cupboard in school office



			individual members of staff  Performance Management notes and observation notes/IPP notes and record on personnel file	to carry out tasks in the Public Interest		school site)			appraisee	ee	Bluesky
Disciplinary Proceedings: substantiated /unsubstantiated	X	X	Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter	Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  Limitation Act (1980)	Employment, social security and social protection	Contract/personnel purposes/investigative purposes  (Does not leave school site unless meeting held offsite)	In line with disciplinary procedures	Warnings - end of employment + 7 years Outcome letter - end of employment + 7 years All other cases - close of case + 7 years	HT, member of staff/LADO / disciplinary committee/ union reps	Only shared with relevant bodies in connection with disciplinary process	Held securely in staff personnel file.  Google Drive.
Disciplinary Proceedings: False or malicious	X	X	Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter	Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  Limitation Act (1980)	Employment, social security and social protection	Contract/personnel purposes/investigative purposes  (Does not leave school site unless meeting held offsite)	In line with disciplinary procedures	Warnings - end of employment + 7 years (  Outcome letter - end of employment + 7 years  All other cases - close of case + 7 years	HT, member of staff/LADO / disciplinary committee/ union reps	Only shared with relevant bodies in connection with disciplinary process	Held securely in staff personnel file.  Google Drive.

	Staff maternity/paternity pay records	X		Staff member involved in completing paperwork	Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  Statutory Maternity Pay Regulations (1986)		Determine maternity/paternity pay  (Does not leave school site)	N/A	Current academic year + 3 years (6.9)	HT/staff	- payroll and HR	Google Drive.  Held securely in staff personnel file.
	Accident reports: adults • Accident books • F2508 – RIDDOR forms • Local accident investigation record			Staff member and witnesses to complete paperwork in line with H&S regulations	Social Security regulations (1979) regulation 25  Social Administration Act (1992) section 8  Limitation Act (1980)		Health and Safety of staff  (Does not leave school site)	N/A	Current year + 7 years	HT AHT, relevant parties	County and relevant parties as appropriate to accident e.g. LA/RIDDOR/HSE	Smart Log  Google Drive
	Photos	X		School cameras and iPads, downloaded onto school google drive	Public Task  Consent		Curriculum Record keeping Safeguarding Historical interest Publicity  (Does not leave school site)	As necessary	1 years after leaving the school (if longer, special permission to be sought)	HT, AHT, CT, Staff, External IT personnel, public (on website)	Relevant school personnel  Public (display, website, news)	Digitally on google drive and website.  Inventory  Smart Log

												Notice Board
Video/Audio Recording	X			Public Task Consent		Curriculum (Does not leave school site)	As necessary	1 years after leaving the school (if longer, special permission to be sought)	HT, AHT, CT, Staff, External IT personnel	Relevant school personnel  Public (display, website, news)		Digitally on school google drive and website
Violent Incident Records (VIR)	X	X	Record of incident taken and reported online.	Public Task	Employment . social security and social protection	Reporting purposes (Does not leave school site)	As necessary	Current year + 3 years	DSL, HT	LA, LADO		Online form completed. May be put on staff personnel file.
Health and Safety training records	X		List of training undertaken by staff members.	Necessary to carry out tasks in the Public Interest		Record of training undertaken to show compliance (Does not leave school site)	Annually or when training takes place	Current year + 6 years or unless records apply for a limited time e.g. First Aid Certificates	HT, AHT	GB, LA as appropriate		Digitally on school google drive  Smart Log
Pecuniary Interest forms	X		Completed by staff.	Compliance with legal contract obligation		Governance. (Does not leave school site)	As necessary	For as long as valid	HT, AO	GB		Website Google Drive Governor Hub
CCTV images	X		Collected electronically	Public Task		Security Measures (Does not leave school site unless requested by	N/A	In accordance with google drive make and model	HT, Site Manager	Security Company or Police		Digitally on school google drive

							Police)				
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		PD	SD									
<b>Governors</b>												
	GB Application Form  Name Date of Birth Contact details Address References	X		GB Application Form	Necessary to carry out tasks in the Public Interest  Legal Obligation		Governance  (Does not leave school site)	As necessary	GB application forms for successful applicants – end of term of office + 1 year (1.3)  Unsuccessful applicants – date of election + 6 months)	HT, Clerk to govs	Governor services  DfE  General public	Application form  Single Central Register - Password protected  Website  Contact details form  Pecuniary Interest Form
	DBS number Proof of identity	X		Electronic application and notification  Number is provided by the individual voluntarily	Necessary to carry out tasks in the Public Interest Legal Obligation		To ensure pupil welfare (safeguarding)  (Does not leave school site)	As necessary	Term of office + 1 year ( )	HT, Clerk to govs, Safeguarding governor,	HT CoG Safeguarding governor  OFSTED LA	Single Central Register - Password protected
	Meeting attendance and training records	X		Through meeting minutes by clerk to GB	Governance  Public Task		Governance and compliance  (Does not leave school site)	As necessary	Keep in school 6 years and then	HT, Clerk to GB, all Governors	Public	Website  Governor Hub  Google Drive.

								archive			
Records of all full GB, committee and panel meetings Agendas and signed minutes Governor reports	X		Through meeting minutes by clerk of GB	Governance Public Task		Governance and compliance (Does not leave school site)	As necessary	Keep in school 6 years and then archive	HT, Clerk to GB, all Governors	Public	Governor Hub Google Drive.
Pecuniary Interests	X		Paper form completed annually.	Governance Public Task		For employment purposes (conflict of interest) (Does not leave school site)	Annually and checked at each meeting	Current year + 6 years (	HT, Clerk to the governors	General public	Pecuniary Interests form Website
Governor election voting forms	X		Via parents completing the forms	Governance Public Task		Election of GB	N/A	Date of election + 6 months	HT, AO, counting panel	Parents	
Photos	X		School camera downloaded onto school google drive	Consent		Public interest (Does not leave school site)	As necessary	End of office	HT, AO, CT, Staff, External IT personnel, public (on	Relevant school personnel Public (displays,	Digitally on school google drive. Website
Complaints	X		Through complaints procedure initiated by complainant	Compliance with Legal Obligation/ Public Task		To address complaints (Does not leave school site)	As necessary	Date of resolution of complaint + 7 years	HT, Clerk to GB, Chair of Governors, Complaints Panel	HT Clerk to GB Chair of Governors Complaints Panel	Governor Hub Google Drive.
GB Action Plans	X		Through meetings and school visits.	Compliance with Legal Obligation/ Public Task		To address areas of school improvement (Does not leave school site)	Regularly	Life of action plan + 3 years	All staff and GB	Outcomes shared with parents LA – Governor Services	Governor Hub Google Drive.

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		PD	SD									What security measures are in place to protect it?
<b>Visitors and Volunteers</b>												
	Name Email Telephone contact numbers	X		Paper form completed by volunteer on application	Necessary to carry out tasks in the Public Interest Public Task Vital Interest		For safeguarding purposes  (Does not leave school site)	As necessary	End of volunteering + 1 year	HT, AO, Safeguarding governor	HT CoG Safeguarding governor OFSTED LA	Application form  Single Central Register – Password protected.  Google Drive  Inventory
	DBS number Proof of identity References	X		Electronic application and notification  Number is provided by the individual voluntarily	Legal Obligation Protection of vital interests		To ensure pupil welfare (safeguarding)  (Does not leave school site)	As necessary	End of volunteering + 1 year	HT, AO, Safeguarding governor	HT CoG Safeguarding governor OFSTED LA	Single Central Register - Password protected