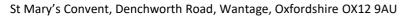
Oxford Diocesan Schools Trust





ODST Data Mapping Register 2022 v.1

				Wh	at			Wh	en		Who	Where
Who	Description of data	da (Pers	e of ata sonal) ecial)	How is it collected?	Legal Basis	Lawful conditio n for special category data	What is it used for? (Does it leave the school site?)	Updated	Retentio n (ICO Retentio n Schedu le Ref)	Who can access it? (HT, AO, CT, Staff, GB)	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
					Pupils	and Par	ents					
	Pupil Admission Forms Name DOB Address/teleph one numbers Email addresses Contact details for parents Emergency Contact Details Gender SEND info Previous education history Medical details Ethnicity Religion											
	Medical conditions/ dietary											

requirements/a dminister ring of medicines						
Pupil Records						
Punil absence						
Pupil absence documentation						
SEND information						
illioilliation						
FSM/PP/LAC						
Photos			 	 	 	
				I	I	

Video/Audio Recording						
Child protection, Violent Incident, Physical Intervention, Racist Incident forms						
Accident reports and accident investigation						
Attainment and progress data/curricula records						
Communicati on with parents						

School trip information including name, med and emergency contact details	cal					
Individual SATs Resu	ts					
Individual SATs Paper	6					
CCTV imag	es					

				Wh	nat				When	W	ho	Where
Who	Description of data	(Pers	e of ata sonal) ecial)	How is it collected?	Legal Basis	Lawful condition for special category data	What is it used for? (Does it leave the school site?)	Update d	Retention (ICO Retention Schedule Ref)	Who can access it? (HT, AO, CT, Staff, GB)	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
					S	chool Sta	ff					
	Staff Application Form Name DOB Address Email Telephone numbers Contact details Previous education al history Previous employment details											
	Interview notes and									,		

recruitment records e.g. educational qualifications; CV; references; pension, next of kin; prohibition; right to work in the UK etc.						
Pre- employment vetting information						
Characteristics e.g. nationality, ethnicity, sexual orientation, disability etc.						
NI number, bank details, tax number, payroll number and records					,	
Health e.g. NHS number; medical conditions & dietary requirements; staff sickness records; sickness management reports; OH referrals and reports						
Staff transport and car checks						

Staff annual appraisal records						
Disciplinary Proceedings: substantiated /unsubstantiate d						
Disciplinary Proceedings: False or malicious						
Staff maternity/pater nity pay records						
Accident reports: adults						
Photos						

Video/Audio Recording						
Violent Incident Records (VIR)						
Health and Safety training records						
Pecuniary Interest forms		•				
CCTV images						

				Wh	at			V	Vhen		Who	Where
Who	Description of data	da (Pers	oe of ata sonal) ecial)	How is it collected?	Legal Basis	Lawful conditio n for special categor y data	What is it used for? (Does it leave the school site?)	Updat ed	Retention (ICO Retention Schedule Ref)	Who can access it? (HT, AO, CT, Staff, GB)	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
					G	overnors						
	GB Application Form Name Date of Birth Contact details Address References											

DBS numl Proof of identity	ber					
Meetina						
Meeting attendanc training re Records of all fu	e and ecords					
GB, committee and pane meetings Agendas a signed mit Governor reports	e					
Pecuniary Interests						
Governor election vo forms	oting					
Photos						
Complaint	ts					
GB Action Plans	1					

			Wh	at			W	/hen		Who	Where
Who	Description of	Type of	How is it	Legal Basis	Lawful	What is it used	Update	Retention	Who can	Who is it	Where is it
	data	data	collected?	_	conditio	for? (Does it	d	(ICO	access it?	shared with?	stored?
		(Personal)			n for	leave the		Retention			

		(Spe	sD		special categor y data	school site?)	Schedule Ref)	(HT, AO, CT, Staff, GB)	What security measures are in place to protect it?
				Visitors	and Volu	ınteers			
	Name Email Telephone contact numbers								
	DBS number Proof of identity References								