

Oxford Diocesan Schools Trust

St Mary's Convent, Denchworth Road, Wantage, Oxfordshire OX12 9AU



ODST Data Mapping Register 2022 v.1

Who	What						When		Who		Where	
	Description of data	Type of data (<i>Personal</i>) (<i>Special</i>)		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? What security measures are in place to protect it?
PD		SD	Where is it stored? What security measures are in place to protect it?									
Pupils and Parents												
	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											
	Medical conditions/ dietary											

	requirements/administering of medicines											
	Pupil Records											
	Pupil absence documentation											
	SEND information											
	FSM/PP/LAC											
	Photos											

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

	School trip information including name, medical and emergency contact details											
	Individual SATs Results											
	Individual SATs Papers											
	CCTV images											

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?

School Staff

	Staff Application Form Name DOB Address Email Telephone numbers Contact details Previous educational 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 /unsubstantiated											
	Disciplinary Proceedings: False or malicious											
	Staff maternity/paternity pay records											
	Accident reports: adults <ul style="list-style-type: none"> • Accident books • F2508 – RIDDOR forms • Local accident investigation record 											
	Photos											

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

Who	What						When		Who		Where	
	Description of data	Type of data (<i>Personal</i>) (<i>Special</i>)		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? (<i>HT, AO, CT, Staff, GB</i>)	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
		PD	SD									
Governors												
	GB Application Form											
	Name Date of Birth Contact details Address References											

	DBS number Proof of identity											
	Meeting attendance and training records											
	Records of all full GB, committee and panel meetings Agendas and signed minutes Governor reports											
	Pecuniary Interests											
	Governor election voting forms											
	Photos											
	Complaints											
	GB Action Plans											

Who	What						When		Who		Where
	Description of data	Type of data (Personal)	How is it collected?	Legal Basis	Lawful condition for	What is it used for? (Does it leave the	Updated	Retention (ICO Retention)	Who can access it?	Who is it shared with?	Where is it stored?

		<i>(Special)</i>				special category data	school site?)		Schedule Ref)	<i>(HT, AO, CT, Staff, GB)</i>		What security measures are in place to protect it?
		PD	SD									
Visitors and Volunteers												
	Name Email Telephone contact numbers											
	DBS number Proof of identity References											