

PUPIL DATA – Cheriton Primary School

Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Pupils	Pupil Admission Forms including Pupils name, Date of Birth, Address, telephone numbers, email addresses, contact details, parent details, SEND details, previous education history, medical details, ethnicity, sex, religion	X	X	Paper form completed by parent and inputted into SIMS (and any other system used)	To administer pupil education and welfare	Legal Obligation/ Public Task	SIMS Paper copy in locked filing cabinet/ cupboard	Yes	Relevant school personnel and agencies if necessary	Admin Staff. School leader. Form Teacher. Cloud storage personnel. External IT personnel maintaining IT systems.	Transfer to Secondary school unless SEN or CP child 5.11
Pupils	Pupil Records	X	X	Paper and electronic on SIMS (and any other system used)	To administer pupil education and welfare	Legal Obligation/ Public Task	SIMS (any other system used) Paper copy in locked cupboard	Yes	Relevant school personnel and agencies if necessary – passed onto new schools when pupils leave	Admin Staff. School leader. Form Teacher. Cloud storage personnel. External IT personnel maintaining IT systems.	Transfer to Secondary school unless SEN or CP child 5.11
Pupils	Emergency Contact Details	X		Paper form completed by parent and inputted into SIMS (and any other system used)	To administer pupil education and welfare	Public Task	Kept on pupil record/SIMS/any other system used, cloud storage	Yes, school trips etc	Relevant school personnel	Admin Staff. School leader. Form Teacher.	Transfer to Secondary school unless SEN or CP child 5.11
Pupils	Permission Slips	X		From parent, paper form	To administer pupil education and welfare	Legal Obligation/ Public Task	Tucasi Paper copy locked in cupboard	Yes, trips	Staff	Staff	One year from the date of the trip within that academic year, unless H & S incident occurs on trip.
Pupils	Pupil Census	X	X	From SIMS/any other system used)	To administer pupil education on behalf of DfE	Legal Obligation/ Public Task	SIMS	Yes	Local Authority DfE	Admin staff	Current year +6 4.6
Pupils	Exam Results	X		Paper form/ Electronic portal	To administer pupil education on behalf of DfE	Legal Obligation/ Public Task	Paper copy filed/stored on SIMS (any other system)	Yes	Local Authority DfE	School Leaders Admin staff with pupil access	Transfer to Secondary school unless SEN or CP child 5.11
Pupils	Assessment Data	X		Paper form/ Pupil Database	To administer pupil education and welfare	Legal Obligation/ Public Task	Kept on pupil record/SIMS/ any other system used, cloud storage	Local Authority DfE	School Leaders Admin staff with pupil access		Current year +6 5.24

Pupils	SEND Information		X	Paper form and electronic	To administer pupil education and welfare	Legal Obligation/ Public Task	Pupil records/(any data base system used)	Yes	Local Authority DfE Multi-agencies including speech and language, family support workers	School leaders Staff SENCO Outside agencies as required	Transfer to Secondary school and keep copy of file until new school has confirmed receipt in writing 5.11
Pupils	Pictures	X		School Digital equipment School photographer	Identification Displays Publications Website	Consent for publication Public Tasks for identification	Paper SIMS (any other system used) Display boards	Yes (with consent)	Public	School staff Public	2 years after cohort leaves the school 5.16
Pupils	Attendance Data	X		Paper Electronically	To administer pupil education and welfare. Emergency evacuation	Legal Obligation/ Public Task	Paper SIMS (any other system used)	No	Local Authority. School staff. Ofsted.	School Staff. Attendance Officers. Education Welfare officers.	Date of register +3 years 5.5
Pupils	Attendance Data – specific case studies	X		Paper Electronically	To administer pupil education and welfare. Emergency evacuation	Legal Obligation/ Public Task	Paper SIMS (any other system used)	No	Local Authority. School staff. Ofsted.	School Staff. Attendance Officers. Education Welfare officers.	Date of register +6 years 2.5
Pupils	Pupil Work	X		Paper Electronically	To administer pupil education and welfare.	Public Task	Paper Electronically	Yes	School Staff Parents	School Staff	2 years after cohort leaves school
Pupils	Grant applications including Free School Meals	X		Paper Electronically	To administer pupil education and welfare.	Legal Obligation/ Public Task	Paper Electronically	No	Local Authority	School Staff	Whilst child is at school or current year +6 whichever is the longest 9.14
Pupils	School Meal Registers	X		Paper Electronically	To administer pupil education and welfare.	Public Task	Paper Electronically	No	Admin Staff Kitchen/Lunchtime staff	School Staff Kitchen/Lunch time staff	Current year +3 9.12
Pupils	EHC Plans		X	From various agencies	To administer pupil education and welfare.	Legal Obligation/ Public Task	Electronically and paper form. CPOMS	No	Local Authority/Children's services	Senior Leadership. Designated Safeguarding Officer/SENCO/ Team/Teacher	Transfer to Secondary school and keep copy of file until new school have confirmed receipt in writing 5.11

Pupils	School Trip Information including name, medical, emergency contact details	X	X Medical	Paper. Electronically	To administer pupil education and welfare.	Public Task	Paper Electronically School Database	Yes	Agent running trip e.g. PGL School Staff	School Staff	Date of trip +1 year 5.17
Pupils	Child Protection Files		X	Various Agencies	To administer pupil education and welfare.	Public Task/Vital Interests	Paper Electronically School Database CPOMS	No	Local Authority	Senior Leadership. Designated Safeguarding Officer Team/Teacher	Transfer to Secondary school and keep copy of file until new school have confirmed receipt in writing 5.9
Pupils	Administration of Medicines	X	X Medical	Paper record completed by parent/staff	To administer pupil education and welfare.	Public Task	Paper records/electronic copy	No	School Staff/School Nursing service	Relevant school staff	Transfer to Secondary school unless SEN or CP child 5.13
Pupils	Physical Intervention/ Violent Incident	X		Paper Record	To administer pupil education and welfare.	Public Task	Paper records/electronic copy	Yes	School Staff/ Children's Services	Senior Leadership. Designated Safeguarding Officer/SENCO/ Team/Teacher	a) Date of birth of child +22 years 8.7. b) Current year +3 years 8.8
Pupils	Accident Recording and Investigation	X	X Medical	Paper record and online reporting	To administer pupil education and welfare.	Public Task	Paper records	Yes	School Staff/ Children's Services/ H&SE	School staff	Keep books until youngest child has reached age of 22. 8.6
Parents	Any details regarding parents	X		Correspondence	To administer pupil education and welfare.	Public Task	Stored in filing system/ any other system used	No	School staff	School staff	Transfer to Secondary school unless SEN or CP child. 5.11