

STAFF 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								
Staff	Staff application form including, name, date of birth, address, telephone numbers, email address, contact details, next of kin details, bank details, NI numbers, medical details, previous education history, previous employment details, reference, medical details, ethnicity, sex, religion.	X	X	Paper or online form completed by data subject and stored on SIMS (any other system used)	For employment purposes	Performance of a contract	Employee Database within school (SIMS/any other system used)	No	School Leader Line Manager HR Manager/ Admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Absence Data	X	X if contains medical	Paper form or via email	For employment purposes	Performance of a contract	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location Payroll software	No	School Leader Line Manager Payroll Provider Occupational Health	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Pre-employment checks	X		Paper and electronic	For employment purposes	Performance of a contract	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location	No	School Leader Line Manager Occupational Health provider	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	DBS Checks		X	Electronic or paper forms	For employment purposes and legal obligation	Legal obligation/ Performance of a contract/vital interests	DBS number stored electronically (any other system used)	Yes	DBS Processor Elaine Wright Andrew Goldsworthy	Results shared with school, School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	DBS Risk Assessments		X	Paper form completed by school personnel	For employment purposes and legal obligation	Performance of a contract	Staff record file kept in secure location	No	School Leader Line Manager	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Next of Kin information	X		Paper form completed by data subject	For employment purposes	Performance of a contract/ public task	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location	No	School Leader Line Manager HR Manager/ Admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Car Details	X		Paper form or email completed by data subject	For employment purposes	Performance of a contract/ public task	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location	No	School Leader Line Manager HR Manager/ Admin with HR responsibility Relevant admin personnel	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Medical Information		X	Application form, medical questionnaire	For employment purposes and	Performance of a contract	Employee Database within school (SIMS/any other system used)) Staff	Yes	School Leader Line Manager HR Manager/	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.

					legal purposes		paper file kept in secure location		Admin with HR responsibility		
Staff	Occupational checks and health referrals		X	Paper form or electronic form	For employment and legal purposes	Performance of a contract	Staff paper file kept in a secure location/any other system used	Yes	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Performance management record	X		Paper form or electronic form	For employment purposes and legal purposes	Public task/Performance of a contract	Employee Database within school (SIMS/any other system used)) Staff paper file kept in secure location	No	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	CPD Records	X		Paper form or electronic form	For employment and legal purposes	Public task/Performance of a contract	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location	No	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Lesson Observations	X		Paper form or electronic form	For employment purposes and legal purposes	Public task/Performance of a contract	Paper records kept in a secure location Staff paper file in a secure location	No	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Staff Files	X	X If medical	Paper form or electronic information management system	For employment purposes	Public task/Performance of a contract	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location	No	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Single Central Register	X		Computer file	For employment and legal purposes	Legal obligation/ public task	School drive Cloud	No	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility Staff/ Chair of Governors	In accordance with retention schedule.
Staff	Absence Data	X		Paper or electronic form	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (SIMS/any other system used) Staff paper file kept in secure location	Yes	School Leader Line Manager HR Manager/ Admin with HR responsibility Relevant admin personnel Payroll provider	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Payroll Records and payslips	X		Paper and electronic form	For employment purposes and legal purposes	Performance of a contract	Employee Database within school (SIMS/any other system used)	Yes	School Leader Line Manager HR Manager/ Admin with HR responsibility Relevant admin personnel Payroll provider Pension provider	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.
Staff	Pension forms	X		Paper and electronic form	For employment purposes and	Performance of a contract	Staff paper file kept in a secure location. (any other system used)	Yes	School Leader Line Manager HR Manager/ Admin with HR responsibility	School Leader Line Manager HR Manager/ Admin with HR responsibility	In accordance with retention schedule.

					legal purposes				Admin with HR responsibility		
Staff	Staff pictures and images	X		Digital pictures, camera	Employment Promotional	Public task/consent (depending on how and where used)	School drive Cloud Website (any other system used)	Yes	School Leader Line Manager HR Manager/ Admin with HR responsibility IT admin/ Manager Admin staff	School Leader Line Manager HR Manager/ Admin with HR responsibility IT admin/ Manager Admin staff	In accordance with retention schedule.
Staff	Business Interest Forms including conflicts	X		Paper form	Governance	Performance of a contract	School drive, paper copies in file	No	Governors/ School leader	School leaders/Clerk/ Admin	In accordance with retention schedule.