

Description of Service/Data	Legitimate Purpose	Categories of Data	Categories of Data Subjects	Purpose of Processing	Transfer to Third Parties/Processors	Data Owner	Location of Data	Retention
SIMS Connected Database	Legal Obligation	Name, Address, Telephone No, Email, Medical, Behaviour, Attendance, Attainment, Religion, Ethnicity, Pastoral, Family Links, Date of Birth, SEND, EAL, Pupil Premium, Free School Meals, Timetables, classes and teachers, Previous Addresses	Students & Former Students	Pupil Welfare, contact and management	N/A	Data Manager	ESS Online	Ongoing
SIMS Connected Database	Legal Obligation	Name, Address, Telephone No, Email, Medical, Attendance, Professional qualifications, Ethnicity, Family Links, Date of Birth, NI Number, Disability Status, Previous Names, Car, Next of Kin, Teacher Registration Number, DBS Details	Staff & Former Staff	Staff administration, Staff Performance	N/A	HR Manager	ESS Online	Ongoing
SIMS Connected Database	Legal Obligation	Name, Address, Telephone No, Email, Family Links, Date of Birth, Court Orders, Parental Status, Previous Addresses	Parents/Guardians	Pupil welfare and contact	N/A	Data Manager	ESS Online	Ongoing
Admission Forms	Legal Obligation (Data Integrity)	Address, Telephone No, Email, Medical, SEND, Religion, Ethnicity, Parent/Guardian Details, Previous School, Siblings, Date of Birth, Date of Birth, SEND, EAL, Pupil Premium, Free School Meals, Timetables, classes and teachers, Previous Addresses	Students, Parent/Guardian (KS4 Students & KS5 that are Ex Hall X)	Initial data collection for entry into SIMS	N/A	Data Manager	Exams Store	Until student is 19 years old
Admission Forms	Legal Obligation (Data Integrity)	Address, Telephone No, Email, Medical, SEND, Religion, Ethnicity, Parent/Guardian Details, Previous School, Siblings, Date of Birth, Date of Birth, SEND, EAL, Pupil Premium, Free School Meals, Timetables, classes and teachers, Previous Addresses	Students, Parent/Guardian (Students who joined at start of Y7 or Y12 in 2020/21/22)	Initial data collection for entry into SIMS	N/A	Data Manager	Google Sheets	Until student is 19 years old
Admission Forms	Legal Obligation (Data Integrity)	Address, Telephone No, Email, Medical, SEND, Religion, Ethnicity, Parent/Guardian Details, Previous School, Siblings, Date of Birth, Date of Birth, SEND, EAL, Pupil Premium, Free School Meals, Timetables, classes and teachers, Previous Addresses	Students, Parent/Guardian (Students who have joined mid-year since 2021)	Initial data collection for entry into SIMS	N/A	Data Manager	Google Drive	Until student is 19 years old
Single Central Record	Legal Obligation	Name, Address, DOB, NI number, Teacher registration number, Proof of address, Employment references, Application forms and signed contracts, Qualifications, DBS details, Prohibition checks, Section 128 checks, Confidential notes, Right to Work and Associated documents.	Staff, Visitors, Volunteers, Contractors and Agency workers	DfE, Ofsted	DBS Checks completed by third party. Individual provides this information directly. Passed to other educational organisations where agreed with individual to allow attendance at other education sites.	HR Manager	CPOMS server	Current persons accessing premises.
First Aid Record	Legal Obligation	Name, Illness/injury, Date, Location in School, Time, First Aider, Year group, Head injury, Details, Action and Outcome	Students and staff	Pupil and staff welfare and accident investigation	N/A	Business Manager	Google Drive	On going
Trip Consent Forms	Legal Obligation	Name, Address, DOB, NI number, Teacher registration number, Proof of address, Employment references, Application forms and signed contracts, Qualifications, DBS details, Prohibition checks, Section 128 checks, Confidential notes, Right to Work, Associated documents, Medical certification and letters, Leaving documentation, Performance management records with associated capability etc, Pay progression, Bank details and HMRC declaration.	Students, Parent/Guardian	Pupil welfare	N/A	Trip Co-ordinator	Google Drive	On going
Parent Pay	Consent	Parent and Student names, Student DOB, Address, Telephone No, Medical	Students, Parent/Guardian	Payment collection	Vericool (catering database)	Finance Officer	ParentPay server	Data archived in line with student leave date, deletion handled by ParentPay.
Staff Personnel Files	Legal Obligation	Name, Address, DOB, NI number, Teacher registration number, Proof of address, Employment references, Application forms and signed contracts, Qualifications, DBS details, Prohibition checks, Section 128 checks, Confidential notes, Right to Work, Associated documents, Medical certification and letters, Leaving documentation, Performance management records with associated capability etc, Pay progression, Bank details and HMRC declaration.	Staff	Employment records	N/A	HR Manager	Google Drive	Files will be kept for the duration of employment plus 6 years. Contentious data will be retained indefinitely.
Staff Personnel Files	Legal Obligation	Name, Address, DOB, NI number, Teacher registration number, Proof of address, Employment references, Application forms and signed contracts, Qualifications, DBS details, Prohibition checks, Section 128 checks, Confidential notes, Right to Work, Associated documents, Medical certification and letters, Leaving documentation, Performance management records with associated capability etc, Pay progression, Bank details and HMRC declaration.	Staff	Employment records	N/A	HR Manager	Paper files	Files will be kept for the duration of employment plus 6 years. Contentious data will be retained indefinitely.
Child Protection Records	Legal Obligation	Name, Address, Telephone No, Pastoral, DOB, Parents, siblings, minute mtgs, historical files	Parent/Guardian, Student, social workers, any other agencies	Safeguarding, Legal	Encrypted email, school transferred to, social care, education welfare, early help and Po	DSL	Paper files	Until student is 25 years old
Staff Data Folders	Teaching Aid	Name, SEND and pupil premium status, safeguarding and medical information.	Students	Teaching aid for lesson delivery	N/A	DPO	Paper files	Academic year
Student Data Archives	Legal obligation	Name, Address, Telephone No, Pastoral, DOB, Parents, siblings, minute mtgs, historical files	Student	Student	N/A	Data Manager	Paper Files	Until student is 25 years old
TOT data	Legal obligation	Staff lesson observations	Staff	Ofsted	N/A	AP - Quality of Teaching & Prof Dev	Google Drive	On going
Wonde	Data Sync Tool	Pupil and staff information	Students, Parent/Guardian	Staff/Student Information Sync & Sharing	Encrypted data transfer App	ICT Systems Manager	HalIX-Services	On going
Bedrock Learning	Learning tool	Pupil and staff information	Students, Parent/Guardian	Learning tool	Data import from Wonde App	ICT Systems Manager	Bedrock server	On going
CPOMS Safeguarding	Legal obligation	Name, Address, Telephone No, Pastoral, DOB, Parents, siblings, minute mtgs, historical files and Behaviour	Parent/Guardian, Student, social workers, any other agencies	Safeguarding and Legal	Encrypted email, school transferred to, social care, education welfare, early help and Po	DSL	CPOMS server	Until student is 25 years old
EdLounge	Learning tool	Pupil and staff information	Students, Parent/Guardian	Student	Data import from Wonde App	ICT Systems Manager	EdLounge Servers	Students time on roll
GL Assessment	Learning tool	Pupil and staff information	Students, Parent/Guardian		Data import from Wonde App	ICT Systems Manager	GL Assessment Server	Students time on roll
Dr Frost Maths	Learning tool	Pupil and staff information	Students, Parent/Guardian	Pupil Learning	Data import from Wonde App	ICT Systems Manager	Dr Frost server	Students time on roll
Renaissance Learning	Learning tool	Pupil and staff information	Students, Parent/Guardian		Data import from Wonde App	ICT Systems Manager	Renaissance Learning Server	Students time on roll
Softlink	Library magement system	Pupil and staff information	Students, Parent/Guardian and Staff	Record of library loans	Data import from Wonde App	ICT Systems Manager	Softlink server	Students time on roll
SquadInTouch	Consent	Pupil, parent/guardian and staff information	Students, Parent/Guardian and Staff	Management of parental consent for sports fixtures	Data import from Wonde App	ICT Systems Manager	SquadInTouch	Students time on roll
Vericool Cashless Catering	Processing of Cashless data	Pupil and staff information	Students and Staff	Cashless payments for school meals	Data import from Wonde App	ICT Systems Manager	HalIX-Vericool	On going
University of Teeside	Payroll provision	Name, address, DOB, job title, NI number, teacher DfE number, email, telephone, bank details, pay scale and attachment order	Staff	Payroll provision	Teeside Web Portal	HR Manager	Teeside Web Portal	6 years
PS Financials	Financial management	Name, address, email, telephone, bank details, VAT number and associated documents.	Customers, Suppliers and Bursary Students	Financial management software	Payment details transferred to online banking	Finance Officer	IRIS server	6 years