



Pace Education Data Map

Pupil Data

Data Subject	Description of Data*	PD	SD	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?
Pupils	Pupil Admission Booklet including Name, Date of Birth, Address, telephone numbers, email addresses, contact details, parent details, SEND details, previous education history, medical details, ethnicity, gender, religion	X	X	Paper form completed by parent / guardian.	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy in locked filing cabinet. Electronic data in password protected files.	Paper Admissions booklet – No Electronic record for Emergency contact purposes - yes	Relevant school personnel and agencies if necessary Third Party Providers (i.e. Examination Board, BKSB)	Headteacher & Proprietor Senior Management. External IT personnel maintaining IT systems.	In accordance with retention schedule

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Pupils	Pupil Records	X	X	Paper and electronic on internal system	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy in locked filing cabinet. Electronic data in password protected files on the system.	Yes Yes (Off-site meetings)	Relevant school personnel and agencies if necessary – passed onto new schools when pupil leaves	Headteacher & Proprietor Senior Management. External IT personnel maintaining IT systems.	In accordance with retention schedule
Pupils	Emergency Contact Details	X		Part of paper Admissions Booklet completed by a parent / guardian	To administer pupil education and welfare	Public Task	Kept on pupil record paper copy and contact lists in locked filing cabinet / room. Electronic data in password protected files on system. Offsite encrypted data backup	Yes This would go out on school trips etc. and if there was a need to evacuate the school Yes	Relevant school personnel. Third Party Providers.	Headteacher & Proprietor Senior Management. External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	Permission Slips	X		From parent / guardian. Paper.	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy in locked filing cabinet.	Yes (trip)	Staff at trip destination for length of trip	Staff at trip destination for length of trip esp. residential	In accordance with retention schedule
Pupils	Pupil Census	X	X	From school data files	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Paper copy in locked filing cabinet. Electronic data in password protected files.	NO	Local Authority DfE	Headteacher & Proprietor Senior Management.	In accordance with retention schedule

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Pupils	Exam Results	X		Electronic portal	To administer pupil education on behalf of DfE	Legal Obligation / Public Task	Paper copy filed in locked filing cabinet. Electronic data in password protected files on system. Offsite encrypted data backup	Yes	Local Authority DfE Post-16 providers	Headteacher & Proprietor Senior Management. External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	Assessment Data	X		Paper form and online assessment (BKSB).	To administer pupil education and welfare	Legal Obligation / Public Task	Kept on pupil record / school network Offsite data backup	Yes (Offsite data backup)	Local Authority DfE	Headteacher & Proprietor Senior Management. Class teachers External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	SEND Information		X	Paper form and electronic	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy filed in locked filing cabinet. Electronic on school network Offsite data backup.	Yes (Offsite data backup)	Local Authority and DfE Multi-agencies Including speech and language, family support workers	Headteacher & Proprietor School staff	In accordance with retention schedule

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Pupils	Pictures	X		Schools Digital equipment	Identification Displays Publications	Consent for publication Public Tasks for identification	Paper Display boards Website Photographers electronic storage Offsite data backup	Yes [with consent] (Offsite data backup)	Public [with consent]	Headteacher & Proprietor Senior Management. External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	Attendance Data including Registers Signing in/out book	X		Paper form and electronic	To administer pupil education and welfare. Emergency evacuation.	Legal Obligation / Public Task	Paper copy filed in locked filing cabinet. School Network password protected files Offsite data backup	Yes Yes (Offsite data backup)	Local Authority School Staff Ofsted	Headteacher & Proprietor Senior Management. External IT personnel maintaining IT systems	In accordance with retention schedule
Pupils	Pupil Work	X		Paper Electronically	To administer pupil education and welfare	Public Task	Display boards Paper records Electronic records Website	Yes (Offsite data backup)	School Staff parent / guardians Third Party Software providers (i.e. BKSB)	School Staff	In accordance with retention schedule
Pupils	Grant applications including Free School Meals	X		Paper	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy filed in locked filing cabinet.	No	Local Authority	Headteacher & Proprietor Senior Management.	In accordance with retention schedule
Pupils	School Meal lists	X		Paper	To administer pupil education and welfare	Public Task	Paper	No	School staff	School Staff	In accordance with retention schedule

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Pupils	EHC Plans	X		From various Agencies	To administer pupil education and welfare	Legal Obligation / Public Task	Paper copy filed in locked filing cabinet. School Network password protected files Offsite data backup	Yes Meetings (Offsite data backup)	Local Authority Children's Services	Senior Leadership Designated Safeguarding	In accordance with retention schedule
Pupils	School Trip Information including name, medical, emergency contact details	X	X (medical)	Paper.	To administer pupil education and welfare	Public Task	Paper. Electronically School network Offsite data backup	Yes – with staff on trip (Offsite data backup)	Agent running trip for length of the trip School Staff Local authority Third Party Providers	School Staff Staff at trip destination for length of trip esp. residential	In accordance with retention schedule
Pupils	Child Protection Files		X	Various Agencies	To administer pupil education and welfare	Public Task / Vital Interests	Paper copy filed in locked filing cabinet. School Network password protected files Offsite data backup	No (Offsite data backup)	Local Authority Third Party Providers	Senior Leadership Designated Safeguarding Officer Class teacher	In accordance with retention schedule
Pupils	Administration of Medicine	X	X (medical)	Paper record completed by parent / guardian / Staff	To administer pupil education and welfare	Public task	Paper records locked away with medicine.	No	School Staff / School nursing service	Relevant school staff	In accordance with retention schedule
Pupils	Physical Intervention / Violent Incident / Accident investigation	X		Paper / electronic record	To administer pupil education and welfare	Public task	Paper copy filed in locked filing cabinet. School Network password protected files Offsite data backup	Yes (Offsite data backup)	School staff / Children's / Local Authority Third Party Providers	Senior Leadership. Designated Safeguarding Officer/ SENCO / Teacher	In accordance with retention schedule

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Parents	Any details regarding parents	X		Correspondence	To administer pupil education and welfare	Public task	Stored in filing system / electronically	Yes (Offsite data backup)	School staff	School staff	In accordance with retention schedule
Parents	Email	X		Generated by the school or collected via paper form	To administer pupil education and welfare	Public Task	Schools email and database Offsite data backup	Yes (Offsite data backup)	School staff and pupils Third Party Providers	School staff and pupils	In accordance with retention schedule

Visitor / Volunteer / Contractor

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Visitor/volunteer/Contractor	Visitor Signing in Books Including: Name vehicle registration number	X		Paper form	Safeguarding Emergency evacuation	Public Task	Reception	No	Headteacher & Proprietor Senior Management	Headteacher & Proprietor Senior Management.	In accordance with retention schedule
Visitor / Volunteer / Contractor (inc. sports coaches, club leaders and music teachers)	DBS Checks / Risk assessments	X	X	Electronic forms	safeguarding	Legal obligation / Public Task /vital interests	DBS number stored on password protected school data file - single record Offsite data backup	Yes (Offsite data backup)	Headteacher & Proprietor Senior Management	Headteacher & Proprietor Ofsted	In accordance with retention schedule
Volunteer	Application form name, Address, telephone, email, contact details, previous education history, previous employment details, references, ethnicity, sex, religion	X	X	Paper form completed by data subject	For volunteering purposes	Public Task Safeguarding	Volunteer database – single record Offsite data backup	No (Offsite data backup)	Headteacher & Proprietor Senior Management	Headteacher & Proprietor Senior Management	In accordance with retention schedule

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Volunteer / Contractor (inc. sports coaches, club leaders and music teachers)	Contact details	X		Paper form / provided on invoice	To administer pupil education and welfare	Public Task	Stored on paper record / any other system used	No (Offsite data backup)	School staff	School staff	In accordance with retention schedule
Volunteer and sports coaches, club leaders and music teachers	Single Central Register	X		Computer file	For volunteer purposes and legal purposes	Legal obligation / Public task	Password protected file on school drive	No (Offsite data backup)	School Leaders Admin with HR responsibility	School Leader Admin with HR responsibility	In accordance with retention schedule

Staff

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Staff	Staff application form including name, Address, telephone numbers, email addresses, contact details, next of kin details, bank details, NI numbers, medical details, previous education history, previous employment details, references, medical details, ethnicity, sex, religion	X	X	Paper or online form completed by data subject	For employment purposes	Performance of a contract	Paper copy filed in locked filing cabinet. School Network password protected files Offsite data backup	No (Offsite data backup)	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Senior Management when appropriate	In accordance with retention schedule
Staff	Pre-employment Checks	X		Paper and electronic	For employment purposes	Performance of a contract	Employee Data file staff paper file kept in secure location	No (Offsite data backup)	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Senior Management when appropriate	In accordance with retention schedule

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Staff	DBS Checks	X		Electronic forms	For employment purposes and legal obligation	Legal obligation / Performance of a contract/vital interests	DBS number stored on school data file Offsite data backup	No (Offsite data backup)	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Ofsted	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 locked filing cabinet	No	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Senior Management when appropriate	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 Data file kept in secure location	No	Headteacher & Proprietor	Headteacher & Proprietor	In accordance with retention schedule
Staff	Car details	X		Paper form completed by data subject	For employment purposes	Performance of a contract / public task	Employee Data file file kept in secure location	No	Headteacher & Proprietor	Headteacher & Proprietor	In accordance with retention schedule
Staff	Medical Information	X		Application form, medical questionnaire	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in secure location	No	Headteacher & Proprietor	Headteacher & Proprietor	In accordance with retention schedule
Staff	Occupational checks and health referrals	X		Paper form or electronic form	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in a secure location / any other system used	Yes (Offsite data backup)	Headteacher & Proprietor Occupational Health	Headteacher & Proprietor Occupational Health	In accordance with retention schedule

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Staff	Performance management records	X		Paper and electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Staff paper file kept in secure location Electronic password protected files	No (Offsite data backup)	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Senior Management when appropriate	In accordance with retention schedule
Staff	CPD records	X		Paper and electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Paper records kept in secure location	No (Offsite data backup)	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Senior Management when appropriate	In accordance with retention schedule
Staff	Lesson observations	X		Paper form	For employment purposes and legal purposes	Public task / Performance of a contract	Paper records kept in a secure location	No	School Leaders Line Manager	School Leaders Line Manager	In accordance with retention schedule
Staff	Staff files	X	X (potentially if medical)	Paper and electronic form	For employment purposes and legal purposes	Public task / Performance of a contract	Staff paper file kept in secure location Electronic password protected files	No (Offsite data backup)	Headteacher & Proprietor	Headteacher & Proprietor	In accordance with retention schedule
Staff	Single Central Register	X		Computer file	For employment purposes and legal purposes	Legal obligation / Public task	School drive Offsite data backup	No (Offsite data backup)	Headteacher & Proprietor Senior Management when appropriate	Headteacher & Proprietor Senior Management when appropriate Ofsted	In accordance with retention schedule

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Staff	Absence Data	X		Paper or electronic form	For employment purposes and legal purposes	Performance of a contract	Staff paper file kept in secure location Payroll software	Yes (Payroll)	Headteacher & Proprietor Payroll Provider	Headteacher & Proprietor Payroll Provider	In accordance with retention schedule
Staff	Payroll Records and payslips	X		Electronic forms	For employment purposes and legal purposes	Performance of a contract	Employee Database	Yes	Headteacher & Proprietor Payroll Provider	Headteacher & Proprietor Payroll Provider	In accordance with retention schedule
Staff	Staff pictures and images	X		Digital pictures, camera' school photographers	Promotional	Consent (depending on how and where used)	School Website Display boards Paper Photographers electronic storage Offsite data backup	Yes, with consent (Offsite data backup)	Public with consent School Photographers	School staff Public with consent School	In accordance with retention schedule
Staff	Business Interest Forms including conflicts	X		Paper form	Governance	Performance of a contract/legal obligation	Paper copies in file	No	Headteacher & Proprietor	Headteacher & Proprietor	In accordance with retention schedule
	Disaster recovery pack / emergency pack (staff contact details)	X		Paper form completed by data subject	For employment purposes	Performance of a contract / Public task	Staff paper file kept in secure location Electronically on mobile devices.	Yes	Headteacher & Proprietor	Headteacher & Proprietor	In accordance with retention schedule

PD – Personal data means anything which could – directly or indirectly - identify an individual. So a work email address, a NI number, address, or IP address could be personal data.

SD – Sensitive data is also called 'special categories' of data and under GDPR it includes genetic and biometric data as well as ethnicity; physical or mental health records; sexual orientation, etc.