

## Data Mapping

Last reviewed: Sept 2021

Next review: Feb 2023

### Introduction

This document lays out the basic information that we collect and shows if there is a potential data protection issue related to this and then the grounds under which Tandridge Learning Trust processes that information.

### Data Mapping

Basic Description	Data Protection Issues Governing Body	Grounds for Processing
Agendas for Governing Body meetings	Yes	Public interest
Minutes of Governing Body meetings	Yes	Public interest
Principal Set (signed)	Yes	Public interest
Inspection Copies	Yes	Public interest
Reports presented to the Governing Body	Yes	Public interest

Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Public interest
Instruments of Government including Articles of Association	No	Public interest
Trusts and Endowments managed by the Governing Body	No	Public interest
Action plans created and administered by the Governing Body	No	Public interest
Policy documents created and administered by the Governing Body	No	Public interest
Records relating to complaints dealt with by the Governing Body	Yes	Public interest
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Public interest
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	Public interest
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>Head Teacher and Senior Management Team</b>		
Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	Public interest

Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Public interest
Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Public interest
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff	Public interest
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Public interest
Professional Development Plans	Yes	Public interest
School Development Plans	No	Public interest
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
	<b>Admission Process</b>	
All records relating to the creation and implementation of the School Admissions' Policy	No	Legal basis
Admissions – if the admission is successful	Yes	Public interest
Admissions – if the appeal is unsuccessful	Yes	Public interest
Register of Admissions	Yes	Public interest
Admissions – Secondary Schools – Casual	Yes	Public interest
Proofs of address supplied by parents as part of the admissions process	Yes	Public interest

Supplementary Information form including additional information such as religion, medical conditions etc	Yes	Public interest
<i>For successful admissions</i>		Public interest
<i>For unsuccessful admissions</i>		Public interest
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>Operational Administration</b>		
Records relating to the creation and publication of the school brochure or prospectus	No	Public interest
Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Public interest
Newsletters and other items with a short operational use	No	Public interest
Visitors' Books and Signing in Sheets	No	Public interest
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>Recruitment</b>		
All records leading up to the appointment of a new head teacher	Yes	Legal basis
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	Legal basis
All records leading up to the appointment of a new member of staff – successful candidate	Yes	Legal basis
Pre-employment vetting information – DBS Checks	Yes	Legal basis
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	Yes	Legal basis
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	Legal basis
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>Operational Staff Management</b>		
Staff Personal File	Yes	Contractual
Timesheets	Yes	Contractual
Annual appraisal/assessment records	Yes	Contractual

Basic Description	Data Protection Issues	Grounds for Processing
<b>Management of Disciplinary and Grievance Processes</b>		
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Vital interest
Disciplinary Proceedings	Yes	Legal basis
<i>oral warning</i>		Legal basis
<i>written warning – level 1</i>		Legal basis
<i>written warning – level 2</i>		Legal basis
<i>final warning</i>		Legal basis
<i>case not found</i>		Legal basis
Basic Description	Data Protection Issues	Grounds for Processing
<b>Health and Safety</b>		
Health and Safety Policy Statements	No	Legal basis
Health and Safety Risk Assessments	No	Legal basis
<i>Individuals</i>	Yes	Public interest
<i>Students</i>	Yes	Public interest
Records relating to accident/injury at work	Yes	Legal basis
Accident Reporting	Yes	Legal basis
<i>Adult</i>	Yes	Legal basis
<i>Children</i>	Yes	Legal basis
Control of Substances Hazardous to Health (COSHH)	No	Vital interest
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Legal basis
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	Legal basis
Fire Precautions log books	No	Legal basis
Basic Description	Data Protection Issues	Grounds for Processing
<b>Payroll and Pensions</b>		
Maternity pay records	Yes	Contractual
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Contractual
Basic Description	Data Protection Issues	Grounds for Processing
<b>Accounts and Statements including Budget Management</b>		
Annual Accounts	No	Legal basis
Loans and grants managed by the school	No	Legal basis
Student Grant applications	Yes	Public interest

All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	Legal basis
Invoices, receipts, order books and requisitions, delivery notices	Yes	Legal basis
Records relating to the collection and banking of monies	Yes	Legal basis
Records relating to the identification and collection of debt	Yes	Legal basis
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>School Fund</b>		
School Fund - Cheque books	Yes	Legal basis
School Fund - Paying in books	Yes	Legal basis
School Fund – Ledger	Yes	Legal basis
School Fund – Invoices	Yes	Legal basis
School Fund – Receipts	Yes	Legal basis
School Fund - Bank statements	Yes	Legal basis
School Fund – Journey Books	Yes	Legal basis
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>School Meals Management</b>		
Free School Meals Registers	Yes	Public interest
School Meals Registers	Yes	Public interest
School Meals Summary Sheets	No	Public interest
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>Attendance</b>		
Attendance Registers	Yes	Legal basis
Correspondence relating to authorized absence	Yes	Legal basis
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>
<b>Pupil Educational Record</b>		
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	Public interest
<i>Primary</i>		Public interest
<i>Secondary</i>		Public interest
Examination Results – Pupil Copies	Yes	Public interest
<i>Public</i>		Public interest
<i>Internal</i>		Public interest
Child Protection information held on pupil file	Yes	Vital interest
Child protection information held in separate files	Yes	Vital interest
<b>Basic Description</b>	<b>Data Protection Issues</b>	<b>Grounds for Processing</b>

Educational Visits outside the Classroom		
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Vital interest
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Vital interest
Parental consent forms for school trips where there has been no major incident	Yes	Vital interest
Parental permission slips for school trips – where there has been a major incident	Yes	Vital interest
Basic Description	Data Protection Issues	Grounds for Processing
Local Authority		
Secondary Transfer Sheets (Primary)	Yes	Public interest
Attendance Returns	Yes	Public interest
School Census Returns – Held at School	Yes	Public interest
Circulars and other information sent from the Local Authority	No	N/A