



# Uffington Church of England Primary School

## What Personal Data do we collect direct from individuals?

Whose Personal Data is it?	What type of Personal Data is it?	Does it include Sensitive Personal Data*
----------------------------	-----------------------------------	--

Children	full name	No
Children	date of birth	No
Children	home address	No
Children	ethnicity	Yes
Children	religion	Yes
Children	FSM eligibility	No
Children	SEND	Yes
Children	GP details	No
Children	medical information	Yes
Children	assessment data	No
Children	child protection information	Yes
Children	Census data	No

Parents and Carers	full name	No
Parents and Carers	home address	No
Parents and Carers	telephone numbers	No
Parents and Carers	email contact	No
Parents and Carers	National Insurance number	No

## Where is the data kept?

### Where is the data kept?

database, filing cabinet, register
database, filing cabinet, register
database, filing cabinet
database, filing cabinet
database, filing cabinet
database
database, filing cabinet
database, filing cabinet
database, filing cabinet
database
filing cabinet
database

database, filing cabinet
database, filing cabinet
database, filing cabinet
database, filing cabinet
database, filing cabinet

Employees	full name	No	database, filing cabinet
Employees	home address	No	database, filing cabinet
Employees	telephone numbers	No	database, filing cabinet
Employees	email contact	No	database, filing cabinet
Employees	PAYE information	No	database, filing cabinet
Employees	National Insurance number	No	database, filing cabinet
Employees	DBS information	No	database, filing cabinet
Employees	Bank details	No	database, filing cabinet
Employees	salary grade	No	database, filing cabinet
Employees	ethnicity	Yes	database, filing cabinet
Employees	religion	Yes	database, filing cabinet
Employees	disability	Yes	database, filing cabinet
Employees	sexual orientation	Yes	database, filing cabinet
Employees	right to work	No	database, filing cabinet
Employees	criminal offence data	No	database, filing cabinet
Employees	job applications	No	filing cabinet
Employees	interview notes	No	filing cabinet
Employees	appraisal information	No	IT network, filing cabinet
Employees	grievance / disciplinary/ capability	No	IT network, filing cabinet
Governors	full name	No	admin network; clerk's PC
Governors	home address	No	admin network; clerk's PC
Governors	telephone numbers	No	admin network; clerk's PC
Governors	email contact	No	admin network; clerk's PC
Volunteers and students	DBS information	No	database, filing cabinet

**\* Sensitive Personal Data is data revealing racial or ethnic origin, political opinions, health, religious membership, genetic data, biometric data, data concerning a natural person's sex life or sexual orientation.**

Where do we store the data?

Is the data shared beyond the controller (if so specify who)?	Is the data to be transferred outside of the EEA?	How do we protect and document the data? (Passwords, limited access, databases)
---	---	---

staff  
staff  
staff  
staff  
staff  
staff  
staff  
staff  
staff  
headteacher and deputy DSL  
headteacher, administrator

no  
no  
no  
no  
no  
no  
no  
no  
no  
no  
no

Pupil databases are password protected. Restricted access to filing cabinets. filing cabinet containing pupil files locked out of school hours. Child protection files stored in locked cabinet at all times.

staff  
staff  
staff  
staff  
staff

no  
no  
no  
no  
no

What is the function/reason for holding the data? (Article 6)	What is the function / reason for holding special category data (Article 9)
---	---

Public interest  
Public interest  
Public interest  
Public interest  
Public interest  
Public interest  
Vital interests  
Vital interests  
Legal obligation  
Vital interests  
Public interest

Archiving purposes  
Archiving purposes  
  
Vital interests  
Vital interests  
  
Vital interests

Public interest  
Public interest  
Public interest  
Public interest  
Public interest

headteacher, administrator	no	Database and IT network are password-protected. Employee files stored in locked cabinet at all times.	Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Public interest	
headteacher, administrator	no		Contractual	
headteacher, administrator	no		Public interest	Public interest
headteacher, administrator	no		Public interest	Public interest
headteacher, administrator	no		Public interest	Public interest
headteacher, administrator	no		Public interest	Public interest
headteacher, administrator	no		Legal obligation	
headteacher, administrator	no		Legal obligation	
headteacher, administrator	no		Public interest	
headteacher	no		Public interest	
headteacher	no		Legal obligation	
headteacher	no		Public interest	
headteacher, clerk, governors	no			Public interest
headteacher, clerk, governors	no		Public interest	
headteacher, clerk, governors	no		Public interest	
headteacher, clerk, governors	no		Public interest	
headteacher, administrator	no		Public interest	

## Why do we have the data?

Do you rely on consent to hold the data (if so specify who holds the consent)?	How long do we plan to keep the data?	What is the process if someone asks for a copy of their data or seeks to exercise any of their other data rights?
--	---------------------------------------	---

No	6 years after leaving school
No	6 years after leaving school
No	6 years after leaving school
No	6 years after leaving school
No	6 years after leaving school
No	6 years after leaving school
No	DOB + 25 years
No	6 years after leaving school
No	6 years after leaving school
No	6 years after leaving school
No	DOB + 25 years
No	not kept once submitted

No	6 years after child has left school
No	6 years after child has left school
No	6 years after child has left school
No	6 years after child has left school
No	6 years after child has left school

ALL REQUESTS TO BE MADE VIA THE  
HEADTEACHER

Uffington CE Primary School  
School Lane  
Uffington  
Stamford  
Lincolnshire  
PE9 4SU

[enquiries@uffingtonprimary.co.uk](mailto:enquiries@uffingtonprimary.co.uk)

No	termination + 7 years
No	termination + 7 years
No	termination + 7 years
No	termination + 7 years
No	termination + 7 years
No	termination + 7 years
No	termination + 7 years
No	6 months
No	termination + 7 years
No	termination + 6 months
No	termination + 6 months
No	termination + 6 months
No	termination + 6 months
No	termination + 7 years
No	termination + 7 years
No	6 months
No	6 months
No	termination + 7 years
No	termination + 7 years
No	
No	termination + 5years
No	termination + 5years
No	termination + 5years
No	termination + 5years
No	
No	termination + 7 years