

Data Mapping Report

School name **Britannia Bridge Primary School**
 Date report created **10th August 2021** Updated **27th November 2023**



Business function	Purpose	Categories of Individuals	Categories of Data			Lawful Use Justification		
			Personal Data	Special Category Data	Criminal Offence Data	Personal Data	Special Category Data	Criminal Offence Data
School management/pupil data	For admissions, To provide medical care, To provide pastoral care, To support teaching and learning, To determine entitlement to free school meals	Current student, Prospective student, Former student	Name, Date of Birth, Address, Education, School work, Attendance data, Behavioural data, Admissions data, Exclusion data, Exam results, Pupil number, Gender, Free school meal eligibility, Pupil premium eligibility	Race, Ethnic Origin, Religion, Health		Necessary to perform public functions, Consent	Necessary to comply with employment, social security or social protection law, Explicit consent, Necessary for reasons of public interest in the area of public health, Necessary for the purpose of preventive or occupational medicine	
School management/pupil data	To confirm identity, To manage internal policy and procedure, For emergency purposes, To hold contact details	Current parent, Former parent, Prospective parent, Next of kin	Name, Date of Birth, Address, Marital Status, Occupation, Email address, Phone number NI Number			Consent, Necessary to perform public functions		
School management/pupil data	To provide medical care, To provide pastoral care, For health and safety reasons	Current student, Former student, Prospective student	Attendance data, Bus register, Meals register, Attendance register, Accident reporting	Health		Necessary to comply with legal obligation, Necessary to perform public functions	Necessary for reasons of public interest in the area of public health, Necessary for the purpose of preventive or occupational medicine	
School management/pupil data	For safeguarding purposes	Current student, Former student, Prospective student, Current parent, Former parent, Prospective parent, Next of kin		Safeguarding			Necessary for the purposes of protecting the physical, mental or emotional well-being of an individual, Necessary for the purposes of protecting an individual from neglect or physical, mental or emotional harm	
School management/pupil data	To provide details on website or social media, To record pupil achievements, For health and safety reasons, For attendance on school trips	Current student, Former student, Prospective student, Former parent, Current parent, Prospective parent, Next of kin	Name, Date of Birth, Address, Photographs, Attendance data, Behavioural data, Family details, Emergency contact data, Leave of absence, Accident reporting, Attendance register, Bus register	Safeguarding, Health		Consent	Explicit consent	
School management/pupil data	To provide information to a prospective school, To receive information from current school	Former student, Prospective student, Current student	Name, Address, Date of Birth, Education, Attendance data, Behavioural data, Photographs, Exam results, Admissions data, Exclusion data, Phone number, Family details, Pupil number, Gender, Emergency contact data, Free school meal eligibility, Pupil Premium Eligibility, Attendance register	Race, Ethnic Origin, Safeguarding		Necessary to perform public functions, Necessary to comply with legal obligation	Necessary for the purposes of protecting an individual from neglect or physical, mental or emotional harm, Necessary for the purposes of protecting the physical, mental or emotional well-being of an individual, Necessary for the purpose of preventive or occupational medicine, Necessary in the substantial public interest, Necessary to comply with employment, social security or social protection law	
School management/pupil data	To provide after school club activities	Current student, Former student, Current parent, Former parent	Name, Date of Birth, Address, Bank Details, Attendance register			Consent		
School management/pupil data	To provide meals to pupils	Current parent, Current student, Former student, Former parent	Name, Date of Birth, Bank Details, Meals register, Free school meal eligibility	Biometrics		Necessary to perform public functions, Consent	Explicit consent	
School management/pupil data	In order to comply with a legal obligation, To complete census data	Current student, Former student	Name, Date of Birth, Address, Education, Attendance data, Behavioural data, Admissions data, Exclusion data, Free school meal eligibility			Necessary to comply with legal obligation		
School management/pupil data	To support teaching and learning, Providing education services, Assessing performance	Current student, Former student	Date of Birth, Name, Education, Attendance data, Behavioural data, School work			Necessary to perform public functions		

School management/pupil data	To provide pastoral care, To provide medical care, To support teaching and learning, Providing education services, In order to comply with a legal obligation	Former student, Prospective student, Current student	Name, Date of Birth, Education	Health		Necessary to comply with legal obligation, Necessary to perform public functions	Necessary for reasons of public interest in the area of public health, Necessary for the purpose of preventive or occupational medicine	
School management/pupil data	Providing education services, Assessing performance, Assessing behaviour, Parent reports on pupil progress	Current student, Former student, Prospective student, Current parent, Former parent, Prospective parent	Name, Date of Birth, Address, Education, Email address, Attendance data, Behavioural data, School work, Exam results, Admissions data, Exclusion data			Necessary to perform public functions		
Finance	To pay an employee, For taxation and insurance purposes, For pension purposes, For budgeting reasons	Current staff member, Former staff member	Name, Date of Birth, Occupation, Bank Details, Financial information, Job role data, Right to work data			Necessary to perform contract, Necessary to take steps prior to entering into a contract		
Finance	To receive payment regarding a school club/activity, In order to comply with an agreement/contract, To chase outstanding debts	Current student, Former student, Prospective student, Current parent, Former parent, Prospective parent	Name, Date of Birth, Address, Email address of parent			Consent, Necessary to perform contract		
Finance	For budgeting reasons, To ensure payment from a supplier/third party	Third party contact details	Name, Bank Details, Email address			Necessary to perform contract		
Staffing/Human Resources	To consider an applicant's suitability for employment prior to offer of employment, To vet the applicant's suitability for employment prior to commencing employment, To confirm identity, To determine right to work in the UK, To enable them to work with children	Prospective staff member, Current staff member, Former staff member	Name, Date of Birth, Address, Education, Occupation, Previous Employment, Disciplinary and Conduct details, Email address, National Insurance Number, Recruitment data, Phone number, Gender, Job role data, Qualifications, References, Right to work data	Race, Ethnic Origin, Religion, Health	DBS details, Self declarations	Consent, Necessary to take steps prior to entering into a contract, Necessary to comply with legal obligation	Explicit consent, Necessary to comply with employment, social security or social protection law, Necessary for the purpose of preventive or occupational medicine	To determine suitability to work with children in accordance with statutory requirements, Consent given by the individual
Staffing/Human Resources	To confirm identity, To manage the workforce, To enable them to work with children, To maintain employment records, In order to comply with their employment contract, To comply with the school's internal policies and procedures, For safeguarding purposes, For emergency purposes, To comply with insurance policy, For medical purposes, For performance management purposes, To manage absence or attendance, For equal opportunities purposes, In order to comply with a legal requirement	Current staff member, Former staff member	Name, Date of Birth, Address, Education, Occupation, Marital Status, Bank Details, Performance Details, Previous Employment, Disciplinary and Conduct details, Grievance data, Email address, National Insurance Number, Recruitment data, Financial information, School work, Attendance data, Phone number, Family details, Gender, Emergency contact data, Relationship status, Job role data, Training details, Car registration detail, Qualifications, References, Right to work data, Leave of absence, Accident reporting	Race, Ethnic Origin, Religion, Trade union membership, Biometrics, Health	DBS details, Self declarations	Consent, Necessary to perform contract, Necessary to comply with legal obligation	Explicit consent, Necessary to comply with employment, social security or social protection law, Necessary for the purpose of preventive or occupational medicine	To determine suitability to work with children in accordance with statutory requirements
Staffing/Human Resources	To enable them to work with children, To comply with the school's internal policies and procedures, In order to comply with their employment contract, For safeguarding purposes, To determine training and development opportunities, To ensure the safety of the individual or those within the school, For performance management purposes	Current staff member, Former staff member	Name, Education, Performance Details, Training details, Qualifications			Necessary to perform contract, Necessary to comply with legal obligation, Consent		
Staffing/Human Resources	In order to comply with a legal requirement, Arrangements for termination of employment, Dealing with post-termination arrangements	Current staff member, Former staff member	Name, Date of Birth, Education, Performance Details, Disciplinary and Conduct details, Grievance data	Health		Consent, Necessary to comply with legal obligation	Explicit consent, Necessary for the purpose of preventive or occupational medicine	
Staffing/Human Resources	To provide details on our website about staff, To provide details on social media about staff	Current staff member, Former staff member	Name, Occupation, Photographs, School work			Consent		

Governors and Trustees	To register as a governor, To confirm identity, Contact details, In order to comply with legal requirements, To determine suitability, To deal with election process, To provide details on our website about governance, To provide details on social media about governance, Declaring business interests to ensure there is no conflict of interest, To deal with termination of appointment	Governor	Name, Date of Birth, Address, Occupation, Emergency contact data, Governor role data, Qualifications, Attendance register, Register of interests			Consent, Necessary to comply with legal obligation		
Governors and Trustees	For safeguarding purposes, In order to comply with legal requirements, To attend investigations and panel meetings	Governor	Name, Occupation			Necessary to comply with legal obligation, Necessary to perform contract, Necessary to perform public functions		
Governors and Trustees	Taking and retention of minutes, To provide agendas	Governor	Name, Date of Birth, Occupation			Necessary to comply with legal obligation, Necessary to perform public functions, Consent		
School clubs	Providing extra-curricular activities, Financial details for payments	Current student, Current parent, Former parent	Name, Date of Birth, Address, Photographs			Consent, Necessary to perform contract		
Volunteers and Visitors	To confirm identity, In order to allow the individual access into the school, To enable the individual to be unsupervised, To enable the individual to carry out work experience, For parents evening	Current parent, Former parent, Prospective parent, Next of kin, Visitor, Contractor	Name, Occupation, Photographs, Time on site		DBS details	Consent		To determine suitability to work with children in accordance with statutory requirements
Other	For diversity monitoring, CCTV monitoring	Current student, Prospective student, Current parent, Prospective parent, Next of kin, Current staff member, Prospective staff member, Former staff member, Former parent, Former student, Governor, Volunteer, Work experience, Visitor, Job applicant, Contractor	CCTV footage			Legitimate interests, Necessary to perform public functions		
Other	To confirm identity, For sign in and health and safety of those on site	Current student, Former student, Prospective student, Current parent, Former parent, Prospective parent, Next of kin, Current staff member, Former staff member, Prospective staff member, Governor, Volunteer, Work experience, Visitor, Job applicant, Contractor	Name, Occupation, Date of Birth, Signing in data	Safeguarding	DBS Details	Consent		To determine suitability to work with children in accordance with statutory requirements
Other	Assessing performance, To ensure online safety, For safeguarding purposes, To ensure appropriate use of school devices	Current student, Current staff member, Governor	Name, IP Address, IT and system use, Monitoring data			Necessary to comply with legal obligation, Legitimate interests, Necessary to perform public functions		
Other	For health and safety reasons	Current student, Former student, Current parent, Former parent, Current staff member, Former staff member, Governor, Volunteer, Work experience	Name, Free school meal eligibility, Health and safety assessments and records	Health		Necessary to comply with legal obligation, Necessary to protect vital interests	In the public interest for public health purposes (for example to ensure safety), For the purposes of preventive or occupational medicine or assessing the working capacity of an employee	
Other	To ensure online safety, To record location of devices owned by school	Current student, Current staff member, Governor	Name, Details of devices held			Necessary to perform public functions		
Other	To register health and safety incidents in an incident book	Current student, Current parent, Current staff member, Former staff member, Former student, Former parent	Name, Details of incident	Health		Necessary to perform public functions, Necessary to comply with legal obligation	For the purposes of preventive or occupational medicine or assessing the working capacity of an employee	
Other	Sending school wide news and updates	Current student, Former student, Current parent, Former parent, Current staff member, Former staff member, Governor	Email address, Name			Consent, Necessary to perform public functions		



Categories of Recipients	Data Shared Outside of EEA	Location of personal data	Comments
Local Authority, Department of Education, Admin Staff, Leadership Team, Class Teacher.	No	School Server (SIMs)	Data taken from admissions form
Leadership Team, Local Authority, Admin Staff	No	School Server (SIMs)	Date taken from Free School Meals/Pupil Premium Eligibility Form
Leadership Team, Governors, Admin Team, SENDco	No	School Server (SIMs)	
Police, Local Authority, Leadership Team, Professional Advisers, NHS, LADO, Social services	No	School Server, Headteacher's office	Safeguarding records
None	No	Website, Social media, School Server	Consent forms for trips and for photos
Other schools	No	SIMS, Filing cabinet (locked)	
After school club	No	Shared drive (restricted)	
Parent Pay	No	SIMS, Biometric system	
Department of Education, Welsh Government, Department for Education	No	SIMS	
Leadership Team, Federation, Payroll, Mathematics, See-saw, Times Tables Rock Stars	No	Pupil tracker system, Shared drive (restricted)	

Leadership Team, NHS, Local Authority	No	SIMS, Headteacher's office (locked)	SEN records
Parents	No	Office (locked), Pupil tracker system	Parent reports on progress of pupils
Payroll, Leadership Team	No	Cupboard (locked)	
School Money	No	School Money	Chase outstanding debts for meals and clubs
Business Manager, Headteacher	No	Server (FMS), Local Authority	Suppliers details for payment of invoices.
Department for Education, Local Authority, Teaching agency, Leadership Team, DBS, Federation, Occupational Health, Other schools, Recruitment agency, Referees, Business Manager	No	Filing cabinet (locked), Server (SIMS), Local Authority HR	Documents to determine suitability for employment
Department for Education, Local Authority, Leadership Team, Professional Advisers, DBS, HMRC, Occupational Health, Insurers, Teaching agency, HR, Pensions, Referees, Business Manager	No	Filing cabinet (locked), SIMS, Local Authority HR	Personnel/contractual records for staff
Local Authority, Federation, Teaching agency, Training providers, Business Manager	No	Office (locked)	Training records for staff
Prospective employers, Other schools, HR (Local Authority), Business Manager, Headteacher, Occupational Health	No	Filing cabinet (locked) Server (SIMS)	Dealing with post termination arrangements and references.
Leadership Team, Business Manager	No	Website, Social media	Posting staffing photos and details on social media and school website.

Governors, Leadership Team, Local Authority, (Governors)	No	Stored on Local Authority, Governor's Database. (Governor Hub)	To deal with appointment, maintenance and termination of governors.
Governors, Professional Advisers, Insurers, Local Authority, Government departments or agencies	No	Filing cabinet (locked), Headteacher's office (locked), Office (locked)	Governors details on paperwork for panel meetings and hearings and recruitment processes.
Leadership Team, Governors, Federation	No	Server, Local Authority (Governor Hub)	Details of governors contained in minutes and agendas
Leadership Team, School office	No	Cupboard (locked)	Breakfast club/After-school Clubs
Single Central Record (if frequent)	No	Signing in system (Inventory)	To allow visitors on site safely
Police, Leadership Team, Business Manager, Caretaker	No	Server Room (Locked)	CCTV footage in place within the school
Leadership Team, Business Manager, Admin Team	No	Signing in system (Inventory)	Sign in/out systems for those on school site
IT Company (LGM Solutions, Temil Web and Lead IT)	No	Server	Monitoring and IT system use by users on school systems.
Health & Safety, Leadership Team, Governors	No	Filed in locked cupboard	Health and safety assessments and records.
Scheme of Financial Administration and Asset Register	No	Asset register	Records of location of devices held (laptops, phones, ipads).
Governors, Leadership Team, Insurers, Legal Team, Health & Safety (in house and Local Authority)	No	Cupboard (locked)	
None	No	Facebook (closed group - run by Leadership Team)	News and updates provided school-wide