



Ridge Community Primary School Information Governance Audit, Spring 2018

Whose information do we hold?

Pupils and families (prospective, current and past)

Personnel (prospective, current and past staff, volunteers, visitors, students, agency staff/ third party staff)

Third parties (prospective, current and past contractors, suppliers)

What do we hold?

Pupils

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical conditions and information
- Special Educational Needs and Disability information
- Behaviour and exclusions
- Personal preferences (such as dietary preferences)
- Personal needs (such as hygiene procedures)
- Parent/ carer consent lists
- Family/ carer contact details and personal information (such as name, address, date of birth)
- Safeguarding and Child Protection records
- Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, occupational therapists, sight and hearing impaired professionals)
- Pupils' images
- Recordings of phone calls
- Pupil accounts and log ins for IT systems.

Staff

- personal information (such as name, employee or teacher number, national insurance number, address, contact details)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- evidence of right to work in the UK
- background checks (including DBS check results, and references from previous employers, qualification checks)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)



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- relevant medical information
- emergency contact information
- appraisal/ performance management information
- image
- recordings of phone calls

Third parties

- Personal and contact details
- personal information (such as name, employee or teacher number, national insurance number, address, contact details)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- Payment information
- evidence of right to work in the UK
- background checks (including DBS check results, and references from previous employers, qualification checks)
- Image
- Recordings of phone calls

Why do we hold it/ what do we do with it?

Pupils

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to promote the school
- to create security logs

Staff

- to support personnel well being (such as by making provision for medical needs)
- to enable communication with personnel, or their emergency contact
- to enable the development of a comprehensive picture of the workforce and how it is deployed
- to inform the development of recruitment and retention policies
- to enable individuals to be paid
- to create security logs and badges
- to safeguard staff and pupils
- to promote the school

Third parties



- to provide a safe and effective learning environment for pupils
- to support the effective performance management contracts
- to facilitate safe recruitment
- to enable organisations to be paid
- to facilitate safe recruitment
- to allow better financial modelling and planning
- to enable ethnicity and disability monitoring
- to safeguard staff and pupils
- to create security logs and badges

Who else processes it/ uses it on our behalf?

See the Data Processors Audit.

Who do we share it with, and why?

Pupils

- schools that the pupil's attend after leaving us
- the Department for Education (DfE)
- our local authority (Lancashire County Council)
- other local authorities that pupils move into after leaving us
- Children's Social Care services (LCC and other local authorities that pupils move into after leaving us)
- Children and Family Wellbeing Service (LCC)
- Police (Lancashire, and other other authorities that pupils move into after leaving us)
- Lancashire Probation Service
- NHS and school nurses, including University Hospitals of Morecambe Bay NHS Foundation Trust; Lancashire Care NHS Trust; Blackpool Fylde & Wyre NHS Trust
- Lancashire Child, Adolescent Mental Health Service (CAMHS); Longlands Child Development Centre
- Lancaster University Sports Centre (who provide our swimming lessons)
- CancerCare/ Slynedales Counselling service
- The Ross Centre
- Lancashire County Council's catering service
- Third party data processors systems that manage data on our behalf (such as home learning websites; SIMS.net who provide our data management system; CPOMS who provide our incident record system; Inentry who provide our signing in system)

Staff

- our local authority
- the Department for Education (DfE)
- potential employers who request a recruitment reference
- other local authorities that personnel move into after leaving us
- Police (Lancashire, and other other authorities that personnel move into after leaving us)



- Third party data processors systems that manage data on our behalf (such as home learning websites; SIMS.net who provide our data management system; CPOMS who provide our incident record system; Inventry who provide our signing in system; BTLS who provide our payroll service; OHAssist who provide our OH service.)

Third Parties

- potential employers who request a recruitment reference
- Police
- Third party data processors systems that manage data on our behalf (such as SIMS.net who provide our data management system; SIMS FMS out finance management system; Inventry who provide our signing in system, Lancashire County Council's Accounts Payable team)

Where do we hold it?

Data is kept in paper format across the school:

- Pupil files, attendance records, and financial records, are kept in locked cabinets in the locked School Office.
- Pupils' safeguarding files are kept in locked cabinets in the locked head's office.
- Pupils' SEN files are kept in the Rainbow Room and in the Room of Requirement, and in classrooms.
- Pastoral records are kept in (locked?) cabinets in the Poppy Room.
- Education records are kept in the relevant classrooms (need to consider locked cabinets).
- Personnel records are kept in locked cabinets in the locked School Office and Head's Office.
- Third parties' records are kept in locked cabinets in the locked School Office.
- Electronic records are kept on the school servers, in a locked cupboard, in the Room Of Requirement.
- Electronic records may also be stored on school laptops (which will be encrypted); school iPads (need to be encrypted/ secured); encrypted USB storage devices; secure cloud services (e.g. Office 365 One Drive or Outlook).
- Electronic data may – but should not – be stored on personal devices such as unsecured personal laptops and data storage devices.
- Electronic data is stored on servers of third-parties' who process data on our behalf, including home learning websites; SIMS.net who provide our data management system; CPOMS who provide our incident record system; Inventry who provide our signing in system; BTLS who provide our payroll service; OHAssist who provide our OH service.

How do we retain/ archive/ dispose of it?

Data which is archived will be appropriately packaged and labelled with its disposal date, and will be kept in a designated, locked, space (the outside store).

Records will be stored and retained as detailed in the IRMS Information Management Toolkit for Schools.



Ridge Community Primary School

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Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely, by, for example, shredding or incinerating paper-based records, and overriding electronic files. We may also contract to a reputable outside company to safely dispose of paper or electronic records.

Prepared by: Cat Gillies, 03/05/2018.

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