

PERSONAL CATEGORY DATA COLLECTED BY SCHOOLS UNDER THE LAWFUL BASIS OF A 'PUBLIC TASK'					
PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD <sup>1</sup>
<b>Personal information:</b> <ul style="list-style-type: none"> <li>Names</li> <li>Address</li> <li>Unique Pupil Number</li> <li>Unique Learning Number</li> <li>Sex</li> <li>Date of birth</li> </ul>	<ol style="list-style-type: none"> <li>Public Task</li> <li>Legitimate interest</li> </ol>	<ol style="list-style-type: none"> <li>The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013</li> <li>The Education (Information about pupils) (England) Regulations 2013</li> </ol>	<ol style="list-style-type: none"> <li>Department for Education</li> <li>Stored on school system</li> </ol>	<ol style="list-style-type: none"> <li>School Census</li> <li>To enable contact with parents</li> </ol>	Pupil file: DOB +25 years
<b>Characteristics:</b> <ul style="list-style-type: none"> <li>Nationality</li> <li>Ethnicity</li> <li>First language and other languages spoken</li> <li>Eligible for Free School Meals</li> </ul>	<ol style="list-style-type: none"> <li>Public Task</li> </ol>	<ol style="list-style-type: none"> <li>The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013</li> <li>The Education (Information about pupils) (England) Regulations 2013</li> </ol>	<ol style="list-style-type: none"> <li>Department for Education</li> <li>Staff on 'need to know' basis</li> </ol>	<ol style="list-style-type: none"> <li>School census &amp; funding allocation</li> </ol>	Pupil file: DOB +25 years
<b>Medical information:</b> <ul style="list-style-type: none"> <li>Current medical conditions</li> <li>Disability</li> <li>Educational Health Care Plan</li> </ul>	<ol style="list-style-type: none"> <li>Public Task</li> <li>Legitimate interest</li> </ol>	<ol style="list-style-type: none"> <li>The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013</li> <li>Section 100 Children and Families Act 2014 and Supporting pupils at school with medical conditions</li> <li>Equality Act (2010)</li> </ol>	<ol style="list-style-type: none"> <li>Department for Education</li> <li>LA and other external agencies</li> <li>Staff on 'need to know' basis</li> </ol>	<ol style="list-style-type: none"> <li>School Census</li> <li>Support children with specific medical needs and disabilities and meet obligations under the Equality Act (2010)</li> </ol>	Pupil file: DOB +25 years

<sup>1</sup> As advised by the IRMS Information Management Record Toolkit for schools, Version 5 (Feb 2016)

PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
<b>Family circumstances:</b> <ul style="list-style-type: none"> <li>• Service child</li> <li>• Traveller</li> <li>• Residency status</li> <li>• Refugee/asylum seeker</li> <li>• Currently or ever Looked After Child</li> </ul>	1. Public Task	1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013  1. The Education (Information about pupils) (England) Regulations 2005/2013	1. Department for Education 2. Staff on 'need to know' basis	1. School Census 2. To support children's education and development in school	Pupil file: DOB +25 years
<b>Attendance records:</b> <ul style="list-style-type: none"> <li>• Attendance registers</li> <li>• Exclusions</li> <li>• Absences: authorised and unauthorised including correspondence</li> </ul>	1. Public Task	1. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013  2. School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2014)	1. Department for Education 2. Educational Welfare Services	1. School Census	School registers for 3 years after date on which entry was made. Correspondence re absences: Current academic year +2 Exclusions: pupil files
<b>Educational data and information:</b> <ul style="list-style-type: none"> <li>• School Reports</li> <li>• Test/exam results</li> <li>• Attainment Levels</li> <li>• Special Education Needs</li> <li>• Learning support provision</li> <li>• Educational Health Care Plans</li> </ul>	2. Public Task 3. Legitimate Interest	1. The Education (Information about pupils) (England) Regulations 2013 2. SEN Children and Families Act 2014 3. Education Acts 1966 & 2006	1. Department for Education 2. School staff on 'need to know basis'	2. School Census 3. To support children's education and development in school	Pupil file: DOB +25 years
<b>Safeguarding information:</b> <ul style="list-style-type: none"> <li>• Child Protection Concerns</li> <li>• Child Protection plan</li> <li>• Parental responsibility</li> </ul>	1. Public Task	1. Section 175 of the Education Act 2. Keeping Children Safe in Education (2016) 3. Working together to safeguard children (March 2015)	1. LA and external support agencies 2. School staff on 'need to know basis'	1. Fulfilment of statutory safeguarding duties	<b>Concerns</b> – DOB + 25 years <b>Child Protection File</b> – DOB + 25 years

PERSONAL DATA COLLECTED BY SCHOOLS UNDER OTHER LAWFUL BASES					
PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
<b>Medical information:</b> <ul style="list-style-type: none"> <li>• Doctor's contact details</li> <li>• Medical history</li> <li>• Relevant family medical history</li> </ul>	<ol style="list-style-type: none"> <li>1. Legitimate Interest</li> <li>2. Vital Interest</li> </ol>	Not applicable	<ol style="list-style-type: none"> <li>1. Staff on a need to know basis</li> <li>2. Relevant medical staff (Doctors, ambulance personnel, hospital staff)</li> </ol>	<ol style="list-style-type: none"> <li>1. To ensure child receives the right support at school</li> <li>2. In the event of an emergency where staff are required to pass information on to medical staff (loco parentis)</li> </ol>	In pupil file: DOB + 25 years
<b>Educational &amp; Social Developmental information at current setting:</b> <ul style="list-style-type: none"> <li>• Contact with external agencies</li> <li>• Behaviour support</li> <li>• Records of major breaches of school policy</li> </ul>	<ol style="list-style-type: none"> <li>1. Legitimate Interest</li> </ol>	Not applicable	<ol style="list-style-type: none"> <li>1. External agencies and school staff on a 'need to know basis'</li> </ol>	<ol style="list-style-type: none"> <li>1. To provide appropriate on-going support for a child educationally, socially and emotionally.</li> </ol>	In pupil file: DOB + 25 years

SPECIAL CATEGORY DATA COLLECTED BY SCHOOLS					
SPECIAL CATEGORY DATA	LAWFUL BASIS (ARTICLE 9)	LEGISLATION	WHO SHARED WITH	WHY	RETENTION PERIOD
<b>Personal information:</b> <ul style="list-style-type: none"> <li>Ethnic origin</li> </ul>	<b>9(2) (b)</b> – for the purpose of carrying out the school’s legal obligations	The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 Equality Act (2010)	Department for Education	School Census	In pupil file: DOB + 25 years
<b>Medical history and current information:</b> <ul style="list-style-type: none"> <li>Current medical conditions</li> <li>Disability</li> <li>Doctor’s contact details</li> <li>Medical history</li> <li>Relevant family medical history</li> </ul>	<b>9(2) (a) (b) (c) and (d)</b> – to protect the vital interests of a child and to support the school’s legitimate activities to provide appropriate support to individual children	Section 100 Children and Families Act 2014 Supporting pupils at school with medical conditions Equality Act (2010)	Staff and other external agencies on a ‘need to know basis’	To provide the right level of support to a child within an educational setting and to provided relevant information in the case of a medical emergency (loco parentis)	In pupil file: DOB + 25 years
<b>Educational &amp; Social Developmental information:</b> <ul style="list-style-type: none"> <li>Physical &amp; developmental history e.g. speech, hearing, walking sight etc.</li> <li>Past and on-going social and/or emotional problems</li> </ul>	<b>9(2) (d)</b> – to support the schools legitimate activities.				In pupil file: DOB + 25 years

**Pupil Files:** Each pupil has an individual pupil file which is created when they are admitted to school. This file is transferred with them as they progress through the Education system and is then retained by their final schools for 25 years from their date of birth, after which it is securely destroyed.