

Braywood CE First School

Data Asset Register



Data item group (Data map)	Types of Data	Data Partners	Short Term	Medium term	Long term need	Very long term need	Justification
OFFICE Data regarding pupil including (SIMS)	<ul style="list-style-type: none"> • Admissions • Census • Absence • Data Collection Sheet • Caterlink (lunches) • Eschools • Transfer of information (CTF) • Leavers • Trips and After School Clubs. 	<ul style="list-style-type: none"> • SIMS • DfE • Eschools • Other Schools • Professionals who run clubs • Photographer 	<ul style="list-style-type: none"> • <i>Daily absences are recorded and kept in files</i> • <i>Caterlink records are destroyed daily</i> • <i>Trips and club data is only kept whilst the activity is live.</i> 	<ul style="list-style-type: none"> • <i>CTF's are kept for a year.</i> 	<ul style="list-style-type: none"> • <i>Files kept for 5 years are transferred at end of year personally /signed</i> • <i>Old Files destroyed</i> • <i>SEN/FSM (Caterlink) are kept whilst the child is in school.</i> 	<ul style="list-style-type: none"> • <i>Keep the data under advice from LEA.</i> • <i>First class encrypted</i> • <i>Census kept on secure drive and paper copies in locked cupboard.</i> • <i>Eschools/website information but this is not sensitive.</i> 	Under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013 we have to pass on a lot of this information by law. The rest has parental permission such as clubs, trips which is attained either through individual consent forms.
OFFICE (Headteacher) Data Attainment	<ul style="list-style-type: none"> • DfE require SATS data Phonics & EYFS data. • School process Optional SATS data. • FSM and PP data 	<ul style="list-style-type: none"> • Local Authority • Achieving for Children • DfE 	<ul style="list-style-type: none"> • <i>Transfer of information by phone or meetings</i> 		<ul style="list-style-type: none"> • <i>Files kept for 5 years are transferred at end of year</i> • <i>Files destroyed including PP data.</i> 	<ul style="list-style-type: none"> • <i>Keep the data under advice from LEA.</i> • <i>First class encrypted</i> • <i>Headteacher keeps record in locked drawer.</i> 	Under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013 we have to pass on a lot of this information by law.

<p>OFFICE (Headteacher)</p> <p>Safeguarding</p>	<ul style="list-style-type: none"> • SEN Records • Medical, Health and Safety or Care plans • Caterlink and food allergies etc • FSM and Universal FSM 	<ul style="list-style-type: none"> • School • Parents • Local Authority • SEN Professionals • Other LEA if applicable 	<ul style="list-style-type: none"> • <i>Records are attained throughout the year.</i> 		<ul style="list-style-type: none"> • <i>CP & SEN (Care Plan) at end of 5 years</i> • <i>FSM destroyed once child has left.</i> 	<ul style="list-style-type: none"> • <i>CP for 21 years</i> 	<p>Parents' consent to all SEN interventions and receive records of process.</p>
<p>OFFICE (Headteacher)</p> <p>Website Eschools VLE communication platform.</p>	<ul style="list-style-type: none"> • Website • Communication for letters, messages • Email for pupils 	<ul style="list-style-type: none"> • Eschools • Parents • Pupils • Governors 			<ul style="list-style-type: none"> • <i>Emails deleted at the end of each second academic year</i> 	<ul style="list-style-type: none"> • <i>Privacy Notice from Eschool so parental information is safe.</i> • <i>Everyone can see information on website.</i> • <i>Governor files are kept on secure site</i> 	<p>The website does not have sensitive data on but the VLE platform is our whole school communication tool and is password protected.</p>
<p>OFFICE / BURSAR</p> <p>Finance payment invoices</p>	<ul style="list-style-type: none"> • Financial payments from parents and staff • Budget • School Fund • Braywood Extra • Trips and Clubs 	<ul style="list-style-type: none"> • DfE • Local Authority (SIMS & Agresso) • School • Governors and Auditor • Parents • Staff • Trip Locations • Other LEA 	<ul style="list-style-type: none"> • <i>Short term transactions are kept in locked cupboards.</i> 			<ul style="list-style-type: none"> • <i>Archive data kept for 7 years in locked cupboards.</i> 	<p>This data is to be collected under the Employment Act 2002</p>

<p>BURSAR</p> <p>Human Resources</p>	<ul style="list-style-type: none"> • Workforce Census • Staff Absence Insurers • Occupational Health • DBS Checking Service 	<ul style="list-style-type: none"> • DfE • Local Authority (Bursar Support. Legal & HR) • Checking services (DBS) 			<ul style="list-style-type: none"> • <i>Archive in locked cupboard Overtime and additional payment</i> 	<ul style="list-style-type: none"> • <i>Electronically for long term</i> • <i>Paper copies archived in a locked cupboard for 7 years.</i> 	<p>Under the Employment Act 2002 and Health and Safety Act at Work Act 1974 (plus recent updates) we are required to process this data.</p>
<p>HEADTEACHER</p> <p>School Performance and Data Analysis</p>	<ul style="list-style-type: none"> • Whole School data Analysis • Tracking data and individual pupil progress. 	<ul style="list-style-type: none"> • DfE (Raise-on-line) • FFT Data • RBWM data Analysis • School tracking system (O'track, Abacus, Bug Club) 	<ul style="list-style-type: none"> • <i>Short term tracking systems are kept in office either in locked cupboards or on password protected systems.</i> 		<ul style="list-style-type: none"> • <i>Once a child has left school all data is erased.</i> 	<ul style="list-style-type: none"> • <i>The actual data is kept in locked cupboard.</i> 	<p>Under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013 we have to pass on a lot of this information by law.</p>
<p>HEADTEACHER</p> <p>SENCO and Child Protection</p>	<ul style="list-style-type: none"> • Role of SENCO • Role of Designated CP • Risk Assessment 	<ul style="list-style-type: none"> • DfE • Local Authority • Parents • SEN/CP Professionals • Staff 	<ul style="list-style-type: none"> • <i>Files are updated and kept in a locked cupboard.</i> 			<ul style="list-style-type: none"> • <i>Child Protection Records are held by the school for 21 years. A copy is delivered by a member of staff to the next school.</i> 	<p>Under the Health and Safety Act at Work Act 1974 and Safeguarding Children in School 2018 we are required to process this data.</p>

HEADTEACHER Staff and Performance Management	<ul style="list-style-type: none"> Staff Performance and Pay Recruitment Safe workplace 	<ul style="list-style-type: none"> Local Authority Staff Governors 			<ul style="list-style-type: none"> <i>Records are kept whilst the staff member is at school in locked cupboard.</i> 	<ul style="list-style-type: none"> <i>Archived records are kept for 7 years.</i> 	Staff need to have annual Pay and Performance reviews as outlined in their employment contract
STAFF Working alongside parents	<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> Eschools Parents Pupils 			<ul style="list-style-type: none"> <i>Emails are monitored by the office and deleted</i> 	<ul style="list-style-type: none"> <i>Privacy Notice from Eschool so parental information is safe.</i> 	The website does not have sensitive data on but the VLE platform is our whole school communication tool and is password protected.
STAFF Assessment Management Systems	<ul style="list-style-type: none"> Reports Tracking and recording data 	<ul style="list-style-type: none"> School tracking system (O'track, Abacus, Bug Club) 			<ul style="list-style-type: none"> <i>Data is removed once a child has left our school.</i> 	<ul style="list-style-type: none"> <i>The data results are kept for analysis by anonymised.</i> 	Staff would not be able to assess the children as effectively without these systems in place.
STAFF Classroom management	<ul style="list-style-type: none"> Register for attendance Trips Records 	<ul style="list-style-type: none"> Eschools 	<ul style="list-style-type: none"> <i>There is no sensitive material left in the classrooms.</i> 		<ul style="list-style-type: none"> <i>Data is removed once a child has left our school.</i> 	<ul style="list-style-type: none"> <i>Teachers keep sensitive data in locked cupboard in the office.</i> 	Information needs to be circulated to ensure teachers can do their job. This is kept to a minimum.

This list is by no means exhaustive but will give you an idea of how we process our data at Braywood. We have a Data Controller assigned and the Headteacher oversee the whole process.

