

## Lawful Basis for the Processing of Data at Totley All Saints

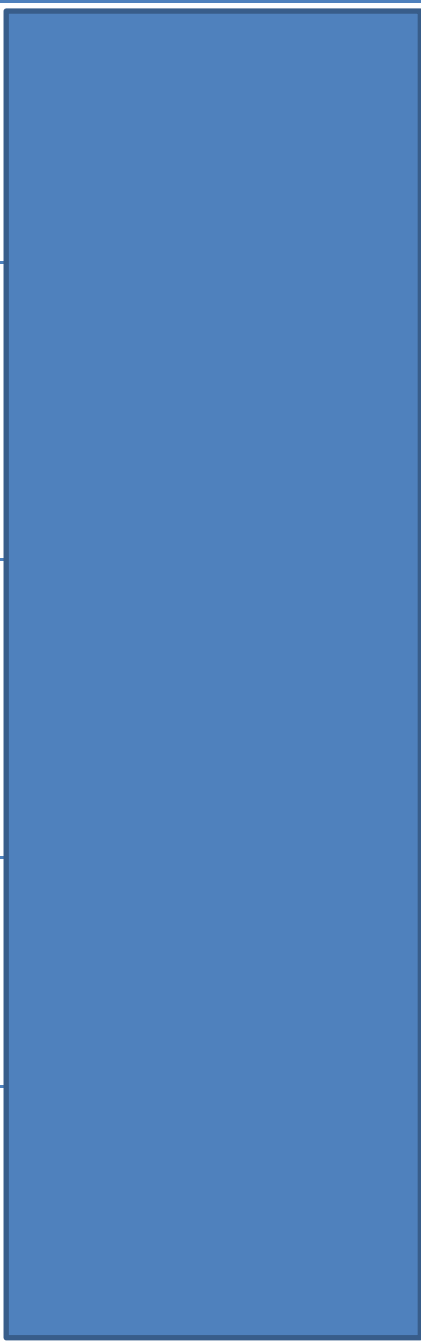
The lawful basis for processing are set out in Article 6 of the GDPR.

At least one of these must apply whenever we process personal data:

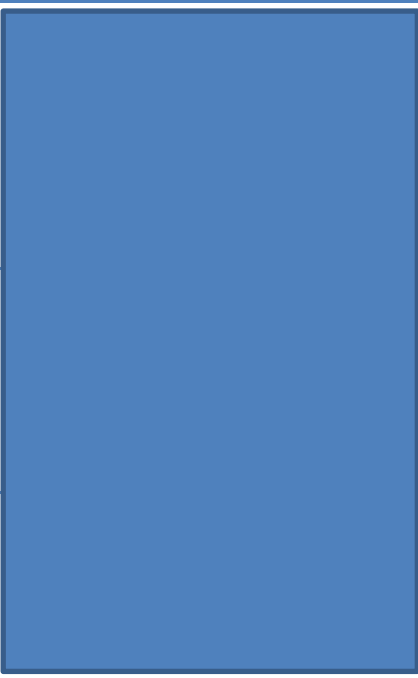
(a) Consent:	(b) Contract:	(c) Legal obligation:
the individual has given clear consent for you to process their personal data for a specific purpose.	the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.	the processing is necessary for you to comply with the law (not including contractual obligations).
(d) Vital interests:	(e) Public task:	(f) Legitimate interests:
the processing is necessary to protect someone's life.	the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.	the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks).

**N.B Storage Locations have been blanked out with a blue box for security purposes.**

Type of Data	Storage Location	Origin of Data	Sharing of Data	Lawful Basis
<b>Children's Personal Files &amp; Details including consent forms</b> (Contact details (phone number, address), characteristics (age, ethnicity, religion, etc.), medical conditions, special educational needs, dietary requirements, free school meals/pupil premium/whether they are a looked-after child, emergency contact details, consent forms (photographs, school trips etc.), behaviour incidents, attendance issues, accident reports, information about applicants to school)		Parents & carers	Staff as necessary for trips & visits, contact details in case of medical issues, etc.	(a/b/c/d) Information & contact details needed in case of emergency / critical incident. Communication as necessary.
<b>Personal Details of Children &amp; staff as part of Critical Incident Plan</b> (Contact details (phone number, address), characteristics (age, ethnicity, religion, etc.), medical conditions, special educational needs, emergency contact details)		Parents & carers Staff	Headteacher & other members of the Critical Incident Management Team + Chair of Governors	(a/b/c/d) Information & contact details needed in case of emergency / critical incident. Communication as necessary.
<b>New Admissions Box File for new pupils &amp; applications to school</b> (Contact details (phone number, address), characteristics (age, ethnicity, religion, etc.), medical conditions, special educational needs, dietary requirements, free school meals/pupil premium/whether they are a looked-after child, emergency contact details)		Parents & carers	Staff as necessary for administrative purposes Governors' Admissions Committee members Data sent securely via Anycomms	(a/b/c/d) Information & contact details needed in case of emergency / critical incident. Communication as necessary.
<b>After School Clubs Box File</b> (Contact details (phone number, address), medical conditions, special educational needs, emergency contact details, consent forms)		Parents & carers	Staff as necessary for contact details in case of medical issues, picking up, etc.	(a/b/c/d) Information & contact details needed in case of emergency / critical incident. Communication as necessary. Consents for participation.
<b>Contact Cards detailing Personal Details</b> (Contact details (phone number, address).)		Parents & carers	Staff as necessary for contact details in case of medical issues, picking up, etc.	(a/b/c/d) Information & contact details needed in case of emergency / critical incident. Communication as necessary.

Type of Data	Storage Location	Origin of Data	Sharing of Data	Lawful Basis
<p><b>Staff Personnel Files – paper copies</b> (Contact details (phone number, address), characteristics (age, ethnicity, religion, etc.), medical conditions, emergency contact details, salary details, job descriptions)</p>		Staff / HR	Finance Officer & Headteacher	<p>(a/b/c/d) Staff details, records &amp; applications needed in case of an emergency / critical incident. For HR use regarding contract history, etc.</p>
<p><b>Staff Personnel Files</b> (Contact details (phone number, address), characteristics (age, ethnicity, religion, etc.), medical conditions, emergency contact details, salary details, job descriptions)</p>			Data sent electronically to HR / Payroll via B2B Security.	<p>(a/b/c/d) Staff details, records &amp; applications needed in case of an emergency / critical incident. For HR use regarding contract history, etc.</p>
<p><b>Payroll Information</b> (Contact details (phone number, address), salary details)</p>		Staff / HR	Data sent electronically to HR / Payroll via B2B Security.	<p>(a/b/c) For HR use regarding pay, hours, contract history, etc.</p>
<p><b>DBS Information &amp; documentation - Box file &amp; DBS Folder</b> (Contact details (phone number, address), checks carried out, qualifications, police clearance)</p>		Staff & volunteers	With DBS, Finance Officer & Headteacher as necessary	<p>(a/b/c/d/e/f) Staff details, records &amp; DBS applications needed for HR use &amp; suitability to work with children.</p>
<p><b>DBS Information – Single Central Record</b> (Contact details (phone number, address), checks carried out, qualifications, police clearance)</p>		Staff & volunteers	Finance Officer, Headteacher & OFSTED as necessary	<p>(a/b/c/d /e/f) Staff details, records &amp; DBS applications needed for HR use &amp; suitability to work with children.</p>

Type of Data	Storage Location	Origin of Data	Sharing of Data	Lawful Basis
<b>Assessment Information for individual children groups &amp; classes</b> (formative & summative assessments, scores, targets, predictions, academic records, etc.)		Analysis by Headteacher & staff, assessments completed by children, Educater Programme	With other staff as necessary. With individual parents as part of annual reports & parents' evenings	(a/b/c/e) Assessment, recording & monitoring of pupil progress & attainment information. Assessment & monitoring in terms of staff accountability.
<b>Assessment Information for individual children groups &amp; classes</b> (formative & summative assessments, scores, targets, predictions, academic records, etc.)		Analysis by Headteacher & staff, assessments completed by children, Educater Programme	With other staff as necessary. With individual parents as part of annual reports & parents' evenings	(a/b/c/e) Assessing & recording pupil progress & attainment. Informing of planning, grouping, support, etc.
<b>Class Information Folders / Teacher assessment records</b> (formative & summative assessments, scores, targets, predictions, academic records, medical information, SEND information, groupings, etc.)		Analysis by Headteacher, staff, assessments, Educater Programme	With other staff as necessary. With individual parents as part of annual reports & parents' evenings	(a/b/c/e) Assessing & recording pupil progress & attainment. Informing of planning, grouping, support, etc.
<b>Every Child Matters (ECM) information</b> (medical conditions, special educational needs, personal information regarding families that may affect behaviour, attitude, wellbeing, etc.)		Staff transfer of information between year groups.	With other staff as necessary on a need to know basis.	(a/b/c/d/e/f) Family circumstances which may mean that a child requires individual pastoral support.
<b>Medical File including medical information of individual children &amp; including consent forms to administer medicines</b> (Contact details (phone number, address), medical conditions, special educational needs, dietary requirements, emergency contact details, consent to administer medicines)		Parents & carers	Staff as necessary for details of medical issues for day to day management & organisation of trips & residentials, etc.	(a/b/c/d/e/f) Consents for the administration of medicines. Information regarding treatment & contact details needed in case of a medical emergency / issues. Communication as necessary.
<b>Medical File information processed by Headteacher &amp; stored on her PC accessed via password</b> (Contact details (phone number, address), medical conditions, special educational needs, dietary requirements, emergency contact details, consent to administer medicines)		Parents & carers	Shared with staff as part of the Medical File documentation & with staff to store in Class Information Folders.	(a/b/c/d/e/f) Up to date information regarding treatment & contact details needed in case of a medical emergency / issues.

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<p><b>Administering of Medicines</b>  <b>File to record when treatments have been administered &amp; including consent forms.</b>            (medical conditions, consent to administer medicines, when &amp; be whom medicines have been administered)</p>		Parents & carers	Those responsible for administering medicines.	(a/b/c/d/e/f) Record of all medicines administered to children by qualified / authorised personnel.
<p><b>Safeguarding / Child Protection Information</b>            (concerns, referrals, disclosures, actions undertaken, personal details such as name, siblings, date of birth, etc.)</p>		Headteacher (CPLO) & Deputy Headteacher (DCPLO) plus outside agencies in regard to child protection issues.	With other staff as necessary on a need to know basis plus outside agencies in relation to child protection issues.	(a/b/c/d/e/f) Records & details of child protection issues in order that children can be safeguarded & sufficiently supported.
<p><b>SEN Records &amp; information</b>            (Contact details (phone number, address), medical conditions, special educational needs, dietary requirements, observations, etc.)</p>		SENDCo (Deputy Headteacher) plus outside support agencies in regard to SEND issues.	With other staff as necessary on a need to know basis plus outside agencies in relation to SEND issues.	(a/b/c/d/e/f) Records & details of SEND issues in order that children can be sufficiently supported with their individual special needs.