

THE SCHEDULE - ABOUT THE INFORMATION WE HOLD												
What process?	What personal data is held / collected?	How / Description	Purpose (why? how used?)	How is security maintained?	Who has access to information?	Who is responsible for managing this data?	Who are the Data Subjects?	Source of data?	Digital / hard copy / both?	Where does data go inside organisation?	How is data stored?	Does data leave the organisation?
<b>Payroll processing, pension arrangements</b>	Bank / building society details, NI number, tax information, salary, pension arrangements, DoB,	To perform the employment contract including payment of salary and benefits. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice. Pension administrators.	To ensure you receive the correct pay and benefits. Information shared with our payroll administrators, GCSD, and with HM Revenue & Customs (HMRC).	Restricted access to finance / database on the intranet	Finance, Business	SBM	Staff	Staff	Both	Finance / HR	Limited access school intranet, GCSD secure network	Shared with GCSD, HMRC
<b>Finance / Payment</b>	Name, DOB, Parents details, bank, property / assets, benefits, employment status, income, address, NI number	SAGE	To assess finances and enable payment for education	Coded office door, locked cabinets, password protected database	SBM, Finance, Secretary	SBM	Students, family	Parents	Both	Business, finance, reception	Secure LEA portal, school database, SAGE	Early years LEA funding
<b>Other - non staff expenses</b>	Bank details	To refund agreed school / class purchases from parents	Class funds	Coded office door, locked cabinets, password protected database	Business	Finance	Parents	Parents	Both	Finance	Limited school intranet	No
<b>Lettings</b>												
<b>Ongoing staff information</b>	Sickness and absence records, information on grievances raised by or involving you information on conduct or disciplinary issues involving you, appraisals and performance reviews, PIPs, time and attendance records,	Personnel records, Home Office, DBS, other employees, consultants and professions we may engage, email, intranet and internet, telephone, from your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators [insert name]	To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	Restricted access to HR file on the intranet, locked cabinet for hardcopies with restricted access	HR, Business, Education	ESL	Staff	Staff	Both	HR, Business, Education	School intranet, locked files	No
<b>Peripatetic Staff</b>	Name, Address, ID, DBS, Insurance, Qualifications, Emergency Contact, QTS, HMRC tax ID	To maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To maintain employment records and to comply with legal, regulatory and corporate governance obligations and good	Restricted access to HR file on the intranet, locked cabinet for hardcopies with restricted access	HR		Staff				School intranet, locked files	No

