

BUILDING OUR SCHOOL DATA ECO SYSTEM

Name:

Department:

Background

To ensure the use of personal data meets the new data protection standards, every system in school that uses, stores or records personal data must be identified. All staff whether they are teaching, ancillary, administration or catering, must share details of any system they use that contains student, staff, parent and others’ details such as names, email addresses, or unique IDs. These systems may be commercial software or created in-house with software such as Word or Excel. Examples of each category are given in a separate sheet. If you have any questions, please ask the data protection team.

PLEASE LIST EVERY SYSTEM YOU USE THAT CONTAINS PERSONAL DATA IN THE MOST APPROPRIATE CATEGORY. DO NOT MISS ANY; IF YOU ARE UNSURE USE OTHER

MIS	VLE, teacher, parent and student apps	Formative and summative assessment tools	Curriculum teaching and learning tools
Payments and Bookings	Catering including cashless	IT Systems, Infrastructure and Services	Leadership, Management, Office

Safeguarding tools	Communication tools	Uniform, equipment and photographs	Transport, travel and trips
Identity and Data Collection Tools	External assessment and examination boards	References, careers and further education	Data transfer, aggregation, modelling, statutory returns and legal requirements
Social and Health systems	Systems and tools outside the UK	Internal systems where no data is shared with a 3rd party	Other