

Pertaining to	What data?	What is included	How is it collected	Where is it stored whilst live	Where is it stored long term	How long is it kept	Does Longwood pass it on*	What is our legal basis for processing
Suppliers	Contact details/ Orders/ Payment details	Bank details, names, email addresses of supplier employees, dates, amounts	From emails or invoices	Printouts in back office	Payment details in NatWest online banking system	Printouts for six years. Natwest data for seven years	Natwest	Legitimate interest for efficient payment for goods and services
Suppliers	Trips	Email correspondance including names of employees at venue	Emails	Office 365 (Microsoft UK Datacentres)	Office 365 (Microsoft UK Datacentres)	Emails kept for 6 years after last visit to a venue	No	Legitimate interest to provide an efficient service by being able to repeat trips efficiently in the future
General	Photos on website	Photos might include people not associated with Longwood, if taken in a public place. Names are not included.	Photos taken on school cameras. Occasionally emailed in from parents.	Photos copied to cloud storage. Deleted from cameras asap. Webserver is located within Heart Internet in Leeds.	Cloud storage	Indefinitely.	Website is not password protected. Anyone can access the photos.	Legitimate interest in marketing
General	Visitor book	Name, date and time in/out, person visiting, car reg	Visitor gives details verbally and secretary records, so that no visitor sees info from previous visitors	Main school office	Main school office	1 year	No	Legal obligation - H&S at Work. Hertfordshire Guidance Jan 2017 - SAFEGUARDING: PHYSICAL SECURITY AND VISITOR CONTROL
General	CCTV	There are 4 cameras outside the building but within the grounds	Constant recording of movement	Standalone computer in main office	Standalone computer in main office	30 days	Not generally but we would help with police/insurance enquiries as appropriate	Legal obligation and legitimate interest to protect assets to keep Longwood safe
Staff applicants	Name, contact info, qualifications, nationality, NI number, employment history interview notes, contact details of referees	All details from CV's, application forms, interview notes	CV and application form filled in by applicant. Interview notes filled in by interviewer.	Back office	Papers shredded and emails deleted if application is unsuccessful	Max 1 year after application/interview unless permission has been provided for longer term storage, in which case, 6 years.	No	Legal obligation to follow Safer Recruitment requirements. Legitimate interest for staffing needs.

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Children / parents	Any data provided orally	Anything	Orally	If the data falls into one of the categories below, then it is recorded as set out below. Otherwise, it is not to be processed.	Depends on category of data.	Depends on category of data	Depends on category of data.	Depends on category of data.
Children / parents	Registration forms (children at Longwood and applicants who have not yet joined)	Full name, address, tel nos, parents names, work contact info, emergency contact info, NHS no, health info, DOB, dr's info, email addresses, parent signature	Filled in by parents	Hard copies filed in main office. Details are copied to school database when child joins Longwood.	Once the child leaves Longwood, hard copies are transferred to back office. If an applicant withdraws before joining Longwood, the form is shredded. See database back up below.	Forms are kept for 6 years after child leaves Longwood. Contact info is kept indefinitely on database. Health info is deleted from database 6 years after child leaves Longwood.	Contact and health info is shared as necessary (with club providers, school trip providers, etc). Names, DOB, address, leaving date and next setting if known is passed on to Herts Attendance Dept (Herts County Council)	Legal requirement - H&S at Work Act - Health info . Legitimate interest - efficient communication. Legitimate interest - to enable invoicing. Legal requirement -The Education Act 1996 - admissions register
Children / parents	Medical forms	Name, DOB, medical info, allergies, NHS no, vaccination history, dietary requirements.	Filled in by parents	Stored with reg forms in children's files in main office. Copies given to class teachers and stored in green files in classrooms. Life-saving info displayed in medical room and in school hall and/or nursery rooms. Emergency contact info stored in med bag - kept in medical room, taken on school trips and to PE lessons. Also copied to database.	Once the child leaves Longwood, hard copies are transferred to back office. Data remains on database.	6 years once child leaves Longwood.	Shared with club providers and school trip providers as necessary. Shared with hospital / doctor in an emergency.	Ofsted Independent School Standards (part 3, para 13) require that we provide first aid. This information is necessary for that and to adhere to H&S at Work Act.
Children / parents	Dietary forms	Name, DOB, lists of allergies, foods not eaten for religious purposes, other medical reasons	Filled in by parents	Stored with reg forms in children's files in main office. Copies given to class teachers and stored in green files in classrooms.	Once the child leaves Longwood, hard copies are transferred to back office.	6 years once child leaves Longwood	Shared with club providers and school trip providers as necessary. Shared with hospital / doctor in an emergency.	Legal obligation to follow the Equalities Act and Health and Safety at Work Act.
Children / parents	Reports and attendance data in database	Name, which class child is in, which house child is in, school reports. Attendance records (school children only)	Reports inputted by teachers. Attendance inputted by teachers. Amended by secretaries.	Database is online, stored with TSOHost in UK.	Back ups are stored on Office 365 storage and on a remote hard drive. Old back ups are deleted after 1 year.	6 years after child leaves Longwood, report and attendance data is deleted from database.	No	Legal obligation - Ofsted require (Ind Sch Standards part 3, para 15) that we keep an admission and attendance register.
Children / parents	Receipt books	Name of child, date and amount paid. Initials of staff who accepts payment	Written by secretaries. Separate page for each transaction.	Current book stored in main office.	Back office	6 years	No	Legitimate interest to be able to keep proper accounts.
Children / parents	Herts Early Years Portal	Name, DOB, ethnicity, NHS and NI numbers	Form filled in by parents. Info entered onto portal by secretaries.	Info entered onto Herts Online Portal. Herts County Council only process data in countries within the EEA or where there is a recognised equivalent standard. Forms stored in main office.	Forms moved to back office after 6 months.	Forms are shredded 6 years after child leaves Longwood	Herts County Council	Legitimate interest to obtain grant funding.

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Children / parents	Voucher Companies	Child's name and DOB, parent's name, amount.	Voucher company sends us payment amount and a ref (eg child's name). Parents add their own financial info, but we do not see anything other than the amount that has been paid into the Longwood account.	Confirmation of payment letters from voucher companies stored in file in main office until processed.	Stored in back office.	6 years once child leaves Longwood	No	Legitimate interest to obtain funding.
Children / parents	2simple	Child's name, DOB, parent email address, observations of activities, photos of activities, assessment tracking, parent feedback emails	Inputted by secretaries and nursery practioners/teachers. Inputted via tablets to the 2simple website.	Info stored on tablets and deleted at least every six months. Stored on 2simple website more permanently.	On the 2simple website. 2simple do not transfer our personal data outside the European Economic Area.	6 years once child leaves Longwood. Deleted from 2simple website within 90 days of Longwood deleting child.	Observations are emailed directly to parents. Tracking data is forwarded to child's next setting if requested.	Legal obligation - Ofsted requirement (EYFS Learning and Development Requirements Order 2007, Section 4.2) to collect observations and assessment data.
Children / parents	Names and photos on pegs in corridors	Child's first name and surname initial. Photos of younger children.	Photos taken on school cameras.	Photos stored on cameras are deleted once printed.	Some photos are uploaded to Longwood website. Webserver is located at Heart Internet in Leeds. Some photos are stored on cloud storage - Microsoft UK Datacentres.	Names and photo print outs shredded each year. Photos on website/storage - see below.	Parents can see all names and sometimes copy them for party invitations, Christmas cards, etc.	Contractual obligation including teaching children to store items in an organised fashion. This teaches organisation skills. Legitimate interest to use limited space efficiently. Legitimate interest - Create a community atmosphere and develop children's social skills.
Children / parents	Children's folders (green files)	Test results, minutes of parent meetings, ed psych reports, medical reports and school reports, parent correspondence.	Teachers collect info from relevant party.	Each teacher stores the files for their children in the classroom.	Each teacher stores the files for their children in the classroom.	Whilst child is at Longwood.	To child's next setting.	Legitimate interest to make provision of education as efficient as possible. DfE advise that we should pass records on to next setting (Collect and Share Data - 26 March 2014)
Children / parents	Registers (nursery/after school)	Children's first and surnames, class/group and attendance. Emergency health info.	Staff fill in attendance each day. Health info is updated by secretaries.	Current register stored in classrooms during the day, main office overnight.	Stored in back office.	6 years once child leaves Longwood	No.	Legal obligation (Education Act 1996 requirement)
Children / parents	Nursery learning journals	Name, DOB, photos, observation printouts, assessment statements, parent feedback	Compiled by nursery practitioners	Hard copies are stored in folders, one for each child, in nursery rooms. Moves with the child from room to room, as they progress through the nursery.	Goes home when child leaves nursery.	Whilst child is in nursery.	No.	Legal obligation - Ofsted requirement. (Grade descriptors for the effectiveness of the early years provision - Aug 2016)
Children / parents	Club providers and Bushey Grove Leisure Centre class lists / participants and emergency health information	Where the school deals with provider, provider is given access to children's names. Emergency health info is given verbally to club providers and may be written or verbal to BGLC.	Parents sign up to clubs on clubs' board in school reception area. Club attendance lists are compiled by secretaries. Data is collected as set out under "registration forms" above.	Club sign up sheets are displayed in reception area during the current term. Attendance lists are stored in main office. Data given to Bushey Grove Leisure Centre is stored on Hertsmere Leisure's secure servers.	Sheets and attendance lists are shredded once parents have been invoiced at the end of each academic year. Club providers and Bushey Grove shred/delete data at the end of each school year.	Lists on clubs' board are for the current term only.	To club providers and to Bushey Grove Leisure Centre	Legal obligation to comply with H&S at Work Act.

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Children / parents	GL assessment (testing company)	Names, DOB, class, test answers.	Children complete written tests, which are posted to GL Assessment for processing. Child's data is also uploaded to the GL Assessment portal directly.	Results are available on GL website for 6 months. Results are downloaded and stored on Longwood cloud storage (Microsoft UK Datacentres).	GL Assessment saves our data on their Testwise servers which are located either at a secure data hosting centre in the United Kingdom or in the EEA based Microsoft Azure™ environment. Longwood's hard copies of results are stored in back office and downloads stored on cloud storage.	Results stored electronically for 6 years after child leaves Longwood. Then anonymised indefinitely. Hard copies of results stored for 3 years. GL Assessment delete data every 2 years.	To GL assessment.	Legitimate interest to effectively provide education service (analyse pupil progress, teacher performance). Legal obligation as Ofsted grade descriptors for the quality of teaching learning and assessment require information on pupil attainment and progress to be available at all times.
Children / parents	Assessment data	Names, DOBs, Test results	Data collected by teachers. Collated by headteacher and entered onto spreadsheet.	Stored on NAS server (Microsoft UK Datacentres). Anonymised and shared with parents, on website, etc. No hard copies kept.	As for storage whilst live.	Stored with names for 6 years after child leaves Longwood. Then anonymised and stored indefinitely.	No.	Legitimate interest to effectively provide education service (monitor pupil progress, measure teacher performance, justify academic decisions made). Legal obligation as Ofsted require grade descriptors for the quality of teaching learning and assessment require information on pupil attainment and progress to be available at all times.
Children / parents	Lesson plans	Sometimes, individual children are named on the plans	Written by staff	Stored in teacher planners (in classrooms, at home, on laptops, memory sticks). Cloud storage (Microsoft UK Datacentres)	Cloud storage (Microsoft UK Datacentres). Hard copies not stored long term.	Max 6 years. If longer, names are deleted.	No	Legitimate interest to effectively provide education service (for teachers to plan appropriately).
Children / parents	Teacher mark books/ records	Names, grades, test results, comments, current reading book, etc	Gathered by staff after marking work and tests, talking to pupils. Etc	In classrooms	Shredded at end of each academic year.	During current academic year only.	No	Legitimate interest to be able to effectively provide education service (teachers to keep record of progress, compare classes, etc.)
Children / parents	Holiday club	Child's name and dates they will be attending	Parents fill in a form	Main office	Main office	Shredded once invoice has been sent to parents at the end of the holiday	No	Legitimate interest to enable invoicing and adequate care provision for office staff to have relevant information about children attending holiday club.
Children / parents	Images	Photos and videos of trips, events, lessons, everyday life, displays, etc. Children and staff may appear alone or in groups, and less frequently, parents and friends. Names are not included.	Photos taken on school cameras. Videos on school camcorder. Occasionally emailed in from parents.	Copied to NAS server and Outlook 365 (Microsoft UK Datacentres). Also uploaded to website. Webserver is located at Heart Internet in Leeds. Photos may be printed and glued in to exercise books. May be displayed in classrooms, corridors or hall. Videos uploaded to our website via Youtube or Vimeo.	NAS server and Outlook 365 (Microsoft UK Datacentres) and website (webserver located at Heart Internet in Leeds). Children take books home at the end of each academic year. Hard copies given to children to take home or are shredded. Videos on Vimeo are saved on their servers which are in the US. Videos on Youtube are saved in Ireland. If deleted by the user, Youtube and Vimeo do not store the videos.	Deleted from cameras/camcorder once copied. Photos displayed around school for 3 years maximum. Stored on NAS indefinitely. Remain on our website indefinitely.	Website is not password protected. Website has full public access.	Legal obligation to fulfill Ofsted requirements for record of teaching, learning and assessment. Legitimate interest for marketing.

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Children / parents	ID Photos	One photo of each individual child, specifically taken for this purpose each year.	School photographer takes photo and provides on CD.	Back office. Photos uploaded to database. School photographer's data storage system.	CD shredded once photos have been uploaded to database. Photos on database overwritten each year.	Final photo stored on database for 6 years after child leaves Longwood. School photographer deletes photos within years.	No	Legitimate interest - good identification of child. Provision of photos to parents.
Children / parents	Newsletters	Names, photos, achievements, etc	Compiled by headteacher. Contributions are emailed by staff, pupils, parents, etc	Compiled each week. Saved on Outlook 365 (Microsoft UK Datacentres). Current newsletter displayed in reception area. All newsletters are uploaded to Longwood website. Webserver is located at Heart Internet in Leeds	Uploaded to Longwood website. Stored on Outlook 365. Hard copies stored in back office.	Website - indefinitely. Outlook 365 - 3 years. Hard copies - indefinitely.	Emailed to parents. Website is not password protected. Website has full public access.	Legitimate interest to provide effective provision of education service and marketing
Children / parents	Medical log	Whenever medicine is administered, it is recorded in medical log. Child's name, DBO, class, medicine details, parent signature and date, details of when medicine is administered, staff signatures	Form filled in by parents. Section when administering meds is filled in by staff.	In medical files in each nursery room and in the medical room for school children.	Once treatment is complete, form is scanned and saved on server (Microsoft UK Databases) under individual child's name. Hard copies are shredded.	Scanned copies are kept for 6 years after child leaves Longwood.	No	Legal obligation to administer medicines and record accurately. (H&S at work act). Legitimate interest to protect against legal action.
Children / parents	Incident/accident logs	eg convulsions, child puts something in ear, child slamming a door in front of member of public in a public place (incidents) and eg bumps, grazes, falls (accidents). Write ups are witness accounts. Include child's name, details of incident. Witness details.	Written up by witness. Separate page for each incident.	Incident log is in back office. Accident logs in individual rooms (nursery) and main office (school).	Incident log is in back office. Accident logs in individual rooms (nursery) and main office (school).	6 years once child leaves Longwood	No	Legal obligation as Ofsted require that we have an effective H&S policy (Independent School Standards). Health and Safety Executive ( <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> ) recommend that records are kept of all accidents and incidents. Legitimate interest to protect against legal action.
Children / parents	Individual Education Plan	Educational needs and targets. Extra support/ strategies in place. Name, DOB, class, parent and staff signatures, health issues if appropriate.	Filled in by SENCO &/or class teacher. Agreed with parents and child if appropriate.	One copy in SENCo file - stored in SENCo room. One copy in headteacher's file - stored in back office. One copy in green file.	SENCo file and headteacher's file	6 years once child leaves Longwood	Shared with parents, third parties if stated in plan (eg health partners, educational psychologists). Sent to next setting when child transfers.	Legitimate interest to deliver good education and to provide for individual needs.
Children / parents	Accident out of Longwood	Name, date and time of injury, details of injury, picture that parents use to show injury, written description of accident, parent signature	Filled in by parent	Filed with registration forms	Back office	6 years once child leaves Longwood	To Children's Services in case of safeguarding duty.	Legitimate interest, so that we are able to defend any claim.
Children / parents	Child Protection Files	Names, DOBs, address, parent names, email addresses, reports of meetings, emails, notes of phonecalls. Court orders, warrants, etc. Notes of concerns, conversations, observations, etc. All kept as hard copies.	Collated by safeguarding officers (DSL and deputies).	In back office	Back office	Until child leaves Longwood. If not passed on, stored for 6 years after child leaves Longwood.	Children's Services, Local Authority Designated Officer, Police, Health officers, ed psychologists, etc as necessary. Passed to next setting when child transfers.	Legal obligation as Ofsted requirement (independent school standards, EYFS provision, child protection legislation)

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Children / parents	Invoices	Child's name, amount to be billed and reason, record of debits and credits	Inputted by bursar into Microsoft Accounts	Bursar's laptop and backed up on cloud storage (Microsoft UK Databases).	When family leaves Longwood, account is marked "inactive" but remains on Microsoft Accounts	Account deleted from bursar's records 6 years after last child in a family leaves Longwood.	To lawyer or debt collector if account isn't paid.	Contractual - collection of fees and other amounts owing. Legitimate interest to collect unpaid debts.
Children / parents	Meeting agendas and minutes - staff meetings, EYFS meetings, SMT meetings, staff training sessions, parent meetings, etc.	Can contain names of children/staff/parents and information about them	Written by senior member of staff	Cloud storage (Microsoft UK Databases).	Hard copies in back office. Also stored on cloud (Microsoft UK Databases). Emailed to attendees, so stored in Outlook / Office 365. Minutes of parent meetings stored in green files (see above)	Hard copies stored for 3 years. E copies 6 years. Emails for 6 years.	May copy parent meeting minutes to parents or outside agencies with permission or if legal obligation	Legitimate interest to have records of discussions and decisions made for the proper management of the business and to protect against claims of breach of contract or negligence. Legal obligation to pass certain info to children's services, Ofsted, etc.
Children / parents	Emails	All sorts of info. Names, DOB's health info, financial matters, etc	Emails received from parents, staff members and third parties	Emails are stored locally on computers (Outlook) and online (Office 365).	Emails are moved from Inbox to organised folders, so that they can be accessed easily and deleted as appropriate.	Emails kept 6 years after last child in a family leaves Longwood	Only as set out above.	Legitimate interest to have full history of each child, to enable Longwood to protect itself against all manner of claims and to provide an effective service.