

# Schools Data Protection Register

SECTION 1: SCHOOL DETAILS	
1. <b>School Name</b>	Parc Lewis Primary
2. <b>School Category</b>	Primary School
3. <b>Information Asset Owner (IAO)</b>	Alun Roberts
4. <b>School Data Protection Lead</b>	Beth Gogherty

SECTION 2: FUNCTIONS/ PROCESSING ACTIVITIES	
1. <b>Reason for processing activity</b>	Processing personal information for the administration of the School Private Fund.
2. <b>Description of function/ processing activity</b>	<p>Pupil's personal information is recorded on Record of Daily income sheets, school trip records which could include parents' details.</p> <p>Also the recording of any 3<sup>rd</sup> party donations.</p>
3. <b>Is data processed fully by automated means?</b>	No
4. <b>If processed by automated means, are decisions being made that would have a significant effect on individuals being made as a result of the automated processing?</b>	N/A

SECTION 3: LAWFUL BASIS FOR PROCESSING PERSONAL INFORMATION	
1. <b>Do you process personal identifiable information?</b>	Yes
2. <b>What classes of personal identifiable information do you process? (list all that apply)</b>	Personal details      Financial      Choose an item.      Choose an item. Choose an item.      Choose an item.
3. <b>What is the lawful basis for processing personal identifiable information (which Article 6 condition applies)?</b>	Public Task      Choose an item.      Choose an item.      Choose an item.
4. <b>Lawful basis (Article 6) supporting information:</b>	In line with the School Private Fund Regulations.

SECTION 4: LAWFUL BASIS FOR PROCESSING 'SPECIAL CATEGORY' PERSONAL INFORMATION	
1. <b>Do you process special categories of personal identifiable information?</b>	No
2. <b>Which special category data do you process?</b>	Choose an item.      Choose an item.      Choose an item.      Choose an item. Choose an item.      Choose an item.
3. <b>What is the lawful basis for processing special category information (which Article 9 condition applies)?</b>	Choose an item.      Choose an item.      Choose an item.      Choose an item.

4.	<b><i>Lawful basis (Article 9) supporting information:</i></b>
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SECTION 5: RECIPIENTS OF DATA / DATA SHARING						
		Share 1	Share 2	Share 3	Share 4	Share 5
1.	<b>Recipients of data/ data sharing (i.e. name of organisation)</b>	2 x independent Auditors who have been appointed to audit the accounts annually.				
2.	<b>Why do you share this information?</b>	In line with the requirements of the School Private Fund Regulations.				
3.	<b>What classes of personal identifiable information do you share? (list all that apply)</b>	Personal details Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.
4.	<b>What is the lawful basis for sharing personal identifiable information (which Article 6 condition applies)?</b>	Public Task Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.
5.	<b>Please provide further details to support the Article 6 condition (if different to that identified in Section 3 Q3)</b>	N/A				
6.	<b>Is 'special category data' shared? If so, please state what categories.</b>	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.
7.	<b>What is the lawful basis for sharing special category information (which Article 9 condition applies)?</b>	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.

8.	<b>Please provide further details to support the Article 9 condition (if different to that identified in Section 4 Q3)</b>	N/A				
9.	<b>What type of agreement is required for this sharing?</b> **The Information Management Team will provide support in determining this agreement at a later date but you should locate any details of any agreement you may have with the 3 <sup>rd</sup> party **	None				
10.	<b>Is this agreement in place?</b>	N/A	Choose an item.	Choose an item.	Choose an item.	Choose an item.
11.	<b>If yes, please provide details</b>	N/A				

SECTION 5: RECIPIENTS OF DATA / DATA SHARING						
		Share 6	Share 7	Share 8	Share 9	Share 10
1.	<b>Recipients of data/ data sharing (i.e. name of organisation)</b>					
2.	<b>Why do you share this information?</b>					
3.	<b>What classes of personal identifiable information do you share? (list all that apply)</b>	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.

		Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.
4.	<b>What is the lawful basis for sharing personal identifiable information (which Article 6 condition applies)?</b>	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.
5.	<b>Please provide further details to support the Article 6 condition (if different to that identified in Section 3 Q3)</b>					
6.	<b>Is 'special category data' shared? If so, please state what categories.</b>	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.
7.	<b>What is the lawful basis for sharing special category information (which Article 9 condition applies)?</b>	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.
8.	<b>Please provide further details to support the Article 9 condition (if different to that identified in Section 4 Q3)</b>					
9.	<b>What type of agreement is required for this sharing?</b> **The Information Management Team will provide support in determining this agreement at a later date but you should locate any details of any agreement you may have with the 3 <sup>rd</sup> party **					
10.	<b>Is this agreement in place?</b>	N/A	N/A	Choose an item.	Choose an item.	Choose an item.



2.	<b><i>Please state the purpose for which this 3<sup>rd</sup> party processor is used</i></b>					
3.	<b><i>What classes of personal identifiable information are processed by the 3<sup>rd</sup> party processor? (list all that apply)</i></b>	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.
4.	<b><i>What is the lawful basis for the 3<sup>rd</sup> party processing personal identifiable information (which Article 6 condition applies)?</i></b>	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.
5.	<b><i>Please provide further details to support the Article 6 condition (if different to Section 3 Q3)</i></b>					
6.	<b><i>Is 'special category data' processed by the 3<sup>rd</sup> party processor? If so, please state what categories.</i></b>	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.
7.	<b><i>What is the lawful basis for sharing special category information (which Article 9 condition applies)?</i></b>	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.	Choose an item. Choose an item. Choose an item.
8.	<b><i>Please provide further details to support the Article 9 condition (if different to Section 4 Q3)</i></b>					
9.	<b><i>In the case of system suppliers, does the 3<sup>rd</sup> party host the data?</i></b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
10.	<b><i>If yes to Q9, is the hosted data processed outside of the EU?</i></b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
11.	<b><i>Please state in which country the data is hosted.</i></b>					

12.	<b><i>Do you have a contract/ agreement with this 3rd party processor?</i></b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
13.	<b><i>If so, please provide details.</i></b>					
14.	<b><i>Please state your data protection relationship with this 3<sup>rd</sup> party processor.</i></b> <b><i>**The Information Management Team will provide support in determining this relationship at a later date but you should locate details of the contract you have with the 3<sup>rd</sup> party **</i></b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.



SECTION 8: DATA PROTECTION IMPACT ASSESSMENT (DPIA)	
1.	<p><b><i>DPIA required? (please note this process will be addressed with the Information Management Team at a later date)</i></b></p> <p>No (if yes please give details)</p>

SECTION 9: RETENTION	
1.	<p><b><i>Do you have a retention schedule in place that specifies how long the data in relation to this function/ processing activity is retained for?</i></b> Yes (if yes please give details)</p> <p>We hold personal data in line with the guidance set out in the Retention Schedule, contained within the <b>IRMS Toolkit for Schools</b>.</p> <p>Following the retention period expiry, information will be destroyed securely and permanently.</p>

SECTION 10: PRIVACY NOTICE	
1.	<p><b><i>Do you have a privacy notice for this function / processing activity?</i></b> Yes</p> <p>General Privacy Notice in place. Specific Privacy Notice to be developed.</p>

SECTION 11: INFORMATION RIGHTS							
Please indicate which information rights apply to this function / processing activity based on the Article 6 legal basis indicated in Section 3 Q2							
Lawful Basis article 6	Right to Access	Right to Rectification	Right to Erasure	Right to Restrict processing	Right to Portability	Right to Object	Auto-decision making
Consent	Yes	Yes	Yes	Yes	Yes	No - but right to withdraw consent	No - but right to withdraw consent
Contract	Yes	Yes	Yes	Yes	Yes	No	No
Legal obligation	Yes	Yes	No	No	No	No	No
Vital interest	Yes	Yes	Yes	No	No	No	Yes
Public Task	Yes	Yes	No	No	No	Yes	Yes
Legitimate Interest	Yes	Yes	Yes	Yes	No	Yes	Yes

SECTION 12: PAPER RECORDS	
1.	<p><b><i>Do you store data relating to this function/ processing activity in paper format?</i></b> Choose an item.</p>
2.	<p><b><i>Are these records live, historical or both?</i></b> Choose an item.</p>
3.	<p><b><i>General location of paper records</i></b></p>

4.	<b><i>Specific location of paper records</i></b>
5.	<b><i>Are any of the paper files taken off site?</i></b> Choose an item.
6.	<b><i>If so please give details:</i></b>

NOTES	