

Schools Data Protection Register

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

	SECTION 2: FUNCTIONS/ PROCESSING ACTIVITIES					
1.	Reason for processing activity					
	Processing personal information for the administration of the School Private Fund.					
2.	2. Description of function/ processing activity					
	Pupil's personal information is recorded on Record of Daily income sheets, school trip records which could include parents' details.					
	Also the recording of any 3 rd party donations.					
3.	Is data processed fully by automated means? No					
4.	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? N/A					

1. Do you process p	oersonal identifiable i	information?					
Personal details							
Choose an item.	Choose an item.						
	-	g personal identifiabl	le information (which Article (
condition applies Public Task		Choose an item.	Choose an item.				
Public Task	Choose an item. icle 6) supporting info		Choose an item.				
Public Task	Choose an item.		Choose an item.				

	SECTION 4: LAWFUL BASIS FOR PROCESSING 'SPECIAL CATEGORY' PERSONAL INFORMATION						
1.	Do you process s	pecial categories of p	ersonal identifiable in	formation?			
	No						
2.	Which special cat	tegory data do you pro	ocess?				
	Choose an item.	Choose an item.	Choose an item.	Choose an item.			
	Choose an item.	Choose an item.					
3.	What is the lawful	l basis for processing	special category info	rmation (which Article 9			
	condition applies)?						
	Choose an item.	Choose an item.	Choose an item.	Choose an item.			

4.	Lawful basis (Article 9) supporting information:

	SECTION 5: RECIPIENTS OF DATA / DATA SHARING							
		Share 1	Share 2	Share 3	Share 4	Share 5		
1.	Recipients of data/ data sharing (i.e. name of organisation)	2 x independent Auditors who have been appointed to audit the accounts annually.						
2.	Why do you share this information?	In line with the requirements of the School Private Fund Regulations.						
3.	What classes of personal identifiable information do you share? (list all that apply)	Personal details Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.		
4.	What is the lawful basis for sharing personal identifiable information (which Article 6 condition applies)?	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.	Choose an item. Choose an item. Choose an item. Choose an item.		
5.	Please provide further details to support the Article 6 condition (if different to that identified in Section 3 Q3)	N/A	choose unitern.	enouse unitemi	enouse uniterni	Choose an reem.		
6.	Is 'special category data' shared? If so, please state what categories.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.		
7.	What is the lawful basis for sharing special category information (which Article 9 condition applies)?	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.	Please provide further details to support the Article 9 condition (if different to that identified in Section 4 Q3)	N/A				
9.	What type of agreement is required for this sharing? **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 rd party **	None				
10.	Is this agreement in place?	N/A	Choose an item.	Choose an item.	Choose an item.	Choose an item.
11.	If yes, please provide details	N/A				

		Share 6	Share 7	Share 8	Share 9	Share 10
1.	Recipients of data/ data sharing (i.e. name of organisation)					
2.	Why do you share this information?					
3.	What alcoses of naveanal	Chanca an itana	Chanca an itam	Change on itom	Change on items	Change on items
J.	What classes of personal	Choose an item.				
	identifiable information do you	Choose an item.				
	share? (list all that apply)	Choose an item.				

		Choose an item.				
		Choose an item.				
		Choose an item.				
4.	What is the lawful basis for sharing	Choose an item.				
	personal identifiable information	Choose an item.				
	(which Article 6 condition applies)?	Choose an item.				
5.	Please provide further details to support the Article 6 condition (if different to that identified in Section 3 Q3)					
6.	Is 'special category data' shared? If	Choose an item.				
	so, please state what categories.	Choose an item.				
		Choose an item.				
		Choose an item.				
		Choose an item.				
7.	What is the lawful basis for sharing	Choose an item.				
	special category information (which	Choose an item.				
	Article 9 condition applies)?	Choose an item.				
8.	Please provide further details to support the Article 9 condition (if different to that identified in Section 4 Q3)					
9.	What type of agreement is required for this sharing?					
	**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 rd					
10	party **	N/A	N/A	Chassa an itars	Chaosa an itam	Chaosa an itars
10.	Is this agreement in place?	IN/A	IN/A	Choose an item.	Choose an item.	Choose an item.

11.	If yes, please provide details	N/A	N/A		

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SECTION 6: DATA SUBJECT/ DATA SOURCE						
Is the information you are processing relating to:						
an adult? Yes a child? Yes (for the purpose of this register an 'adult' is defined as someone over the age of 18 –						
please remember this also relates to parent/carers, staff and 3 rd parties.)						
Who are your data subjects?						
Pupils						
Parents						
Public donors						
Committee Members?????						
Do you provide 'information society services' to children?						
No						
Is the data given to you by the data subject?						
Yes						
Is the data given to you by a 3 rd party? (i.e. someone other than the data subject)						
Yes (if yes please state)						
RCT Finance department to notify the school of trip payments made through the Civica website						
3rd party donations						

	SECTION 7: 3 rd PARTY DATA PROCESSING (e.g. commissioned service)						
		Processor 1	Processor 2	Processor 3	Processor 4	Processor 5	
1.	Provide name of the 3 rd party processor	SIMS or other provider?					

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

12.	Do you have a contract/ agreement with this 3rd party processor?	Choose an item.				
13.	If so, please provide details.					
14.	Please state your data protection relationship with this 3 rd party processor. **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 rd party **	Choose an item.				

SECTION 8: DATA PROTECTION IMPACT ASSESSMENT (DPIA)

1. DPIA required? (please note this process will be addressed with the Information Management Team at a later date)

No (if yes please give details)

SECTION 9: RETENTION

1. Do you have a retention schedule in place that specifies how long the data in relation to this function/ processing activity is retained for?
Yes (if yes please give details)

We hold personal data in line with the guidance set out in the Retention Schedule, contained within the **IRMS Toolkit for Schools**.

Following the retention period expiry, information will be destroyed securely and permanently.

SECTION 10: PRIVACY NOTICE

Do you have a privacy notice for this function / processing activity?

General Privacy Notice in place. Specific Privacy Notice to be developed.

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.	Do you store data relating to this function/ processing activity in paper format?
	Choose an item.
2.	Are these records live, historical or both?
	Choose an item.
3.	General location of paper records

4.	Specific location of paper records			
5.	Choose an item.			
6.	If so please give details:			
NOT	TES			