

# PERSONAL DATA

## THE DATA

**Parent or carer:**

- contact details
- Identity information for child's admission and nursery funding applications

**Volunteer:**

- Identity information as part of the DBS check
- Contact details
- Training records
- Next of kin

**Staff member:**

- Identity information as part of the DBS check
- Contact details
- Contract and pay
- References
- Training records
- Medical information
- Next of kin

**Child:**

- Admissions record, including birth certificate (or passport) and proof of address
- Nursery funding record
- School history (CTFs)
- Medical information
- Safeguarding record
- Assessment and testing results

## DATA SENT OUT OF TRUST

**Local/public authority, including:**

- Suffolk County Council, Norfolk County Council
- Free School Meal service
- Social services, MASH, LADO, Police (DVA notifications)

Another school or education setting/provision

Parents/Carers

Through third parties on our behalf:

- Messages/Emails through Arbor and Google
- Learning Pi
- Sage
- Edupay
- Healthshield
- Edenred 'My Work Offers'
- EVERY
- Carecheck
- IMP
- Shakespeare Martineau

**Other:**

- JCC
- Teachers pensions
- LGPS
- Bank
- BPS
- Auditors
- Staff
- Volunteers
- Ascelpous
- Contractors
- RPA

## DATA USERS (DATA PROCESSORS)

Consortium Trust staff

- Suppliers
- Contractors
- Schools

**Professional visitors, including:**

- Auditors
- JC Comtech
- Ofsted inspectors
- Ofsted researchers

## SECURITY CONSIDERATIONS

Encrypted hardware and strong password protection, two factor authentication

Controlled/restricted access to physical data  
Locked cabinets

Firewalls and Proxy settings

Up to date virus protection

Review, retention and disposal procedures

## DATA STORAGE

**Digital data:**

- PCs, laptops, tablets, phones,
- Network server
- Google Drive
- Cloud
- Arbor
- MyConcern
- Edupay
- Health Shield
- Edenred 'My Work Offers'
- EVERY
- BPS
- IMP
- AOD

**Physical data:**

- Admin filing cabinets and cupboards
- Desk trays

## DATA SOURCES

**The 'Data Subject', usually:**

- Child
- Parent or carer
- Staff member
- Trustees
- Members
- Volunteer

Another school or education setting

DfE and its agencies

**Service providers or suppliers, including:**

- Supply staff agencies
- Staff recruitment portals
- Destino
- TP Tutors

**Other Third parties on our behalf:**

- Arbor parent app
- MyConcern
- Learning Pi
- External training providers
- Wonde
- BPS
- IMP
- Edupay

**Local/public authority, including:**

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