



Al-Akram Trust
(Registered Charity Number 1077822)

Normanton House School

Normanton House, Village Street, Derby DE23 8DF Tel: 01332 769333

Please note: "LA" refers to the Local Authority, i.e. Derby City Council.

What Data is held about you/your child	What is the data used for?	How do we store the data?	Organisations we share the data with	Information that is shared	If we did not share this	Lawful basis for processing
Student information as completed on application form.	Legal obligation to hold the information for accurate records of students.	Digital Paper copies returned by parents are held for reference in locked cupboards.	LA Other schools when students transfer	All information completed on admission	Legal responsibility to share when requested.	Legal obligation
Student information from primary/secondary school.	Accurate student records.	Paper in locked filing cabinets.	Social Care	Relevant records	Legal responsibility to share when requested.	Legal obligation
			CAMHS (Child & Adolescent Mental Health Services)	Historic pastoral information	Legal responsibility to share when requested.	Legal obligation
			Police when requested	Information	Legal responsibility to share when requested.	Legal obligation
Medical Records	Accurate records of medical concerns/issues.	Paper (Locked cabinets) Digital	Medical professionals, when students referred to medical professionals.			Legal obligation
Safeguarding Data	Safeguarding children	Paper records in locked cupboards in locked offices	Children's Social Care Police Health Authorities	Any material pertaining to safeguarding	Legal responsibility to share when requested.	Legal obligation



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Destination Data	Tracking Year 6 and Year 11	Paper (Locked cupboards) Digital	LA	Student name, address, telephone number, D.O.B	Legal responsibility to share when requested.	Legal obligation
Information about students going on trips	Accurate emergency contact numbers, health issues	Paper lists Digital				Consent/Legal obligation
Student Photographs	Identification of individuals	Digital				Public Interest
CCTV Footage	Site security and incident investigation	Digital	Police – in cases of criminal damage	Student names and addresses upon request from the Police.	Legal responsibility to share when requested.	Public Interest
Exam entries and Results	Accurate student Records Coursework submission Evidence of student progress.	Digital Certificates in locked cupboards	Exam Boards	Student Names/Unique Student identifiers/D.O.B/Gender	Students would not be entered for GCSE/A-Level examinations	Public Interest
School fees and donations	Keeping track of student's fees paid and any outstanding fees.	Paper Digital	Bay Accountants	Student name, year group, student i.d, fees due for the academic year, fees outstanding (if any), parents name(or person paying fee/making donation), address, telephone no, (where given)	Legal obligation	Legal obligation



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Incidents in school	Accurate student records	Digital	LA when students are excluded.	Names and information relating to the exclusion.	Legal responsibility to share when requested.	Public Interest
Careers guidance information	Tracking students post 16 applications. Careers advice.	Digital	LA	Assessment data.	Careers advisors would not be able to support students in school.	Public interest
Assessment Information	Keeping track of student's progress. Reporting to parents.	Paper Digital	Others schools – when a student relocates.	Current levels of attainment.	The new school would not be able to cater for the needs of the student so easily.	Public Interest
SEND information	Identifying areas of need. Planning interventions. Reviewing progress. Involving parents.	Paper records in locked filing cabinets Digital records	LA Outside agencies.	Student reports. IEPs Letters/emails pertaining to the child's SEND.	SEND provision would not be able to be implemented without this.	Public Interest.
School trip photos and video.	School marketing e.g. prospectus.	Paper	Brochure publishers (where consent has been given).	Photographs and images of students involved in school events.		Consent
Attendance information	Monitor lates and absences.	Paper Digital	Other schools when students transfer.	Information	Legal responsibility to share when requested.	Legal obligation