

Community Ed Academy Data Map 2024-25

	List data we received	List personal data we create	Do we destroy personal data?	List personal data we send	How long do we keep this data?
Admissions	<ul style="list-style-type: none"> Referral information EHCPs Contact details 	<ul style="list-style-type: none"> School roll School register Contact Information 	<p>If a student comes off the school roll, their information remains active until that student is confirmed in a new placement then this information becomes dormant. Records must also include where they move too. Yes, students' information is then deleted from the register once they move on.</p>	<ul style="list-style-type: none"> Safeguarding information Referral information 	<p>Five years. Any information relating to safeguarding is kept until the students 25 birthday.</p>
Core management Information system	<ul style="list-style-type: none"> Referral information Physiologist reports EHCP Plans 	<ul style="list-style-type: none"> EHCP Reviews School reports Behaviour plans Incident reports Contact logs Risk assessments 	<p>Behaviour information is passed on to the next provision.</p> <p>Contact logs are stored, and incident reports are archived.</p>	<ul style="list-style-type: none"> EHCP Plans and reviews School reports 	<p>Behaviour information is kept for 25 years, along with safeguarding. (If not passed on to new provision) Curriculum information is kept for five years.</p>
Curriculum Tools or Data	<ul style="list-style-type: none"> EHCP Behaviour information Incident reports Safeguarding files 	<ul style="list-style-type: none"> Schemes of work Lesson plans Yearly overviews Timetables Data sheets Progression data Baseline- assessments Target setting One-page profiles Learning levels 	<p>Personal curriculum information is archived once a student is off roll.</p>	<ul style="list-style-type: none"> School reports EHCP reviews Letters home Incident reports Updates and progression data 	<p>Curriculum data is kept for five years.</p>
Therapy and Support	<ul style="list-style-type: none"> EHCP Referral paperwork 	<ul style="list-style-type: none"> Baselines Living and learning plan Risk assessment Behaviour management plan Permission slips 	<p>No, this information contains sensitive information such as SEND and behavioural information - this is archived.</p>	<ul style="list-style-type: none"> Relevant information is sent to the next provision, information is signed and dated by the designated person. 	<p>Any safeguarding information is kept until the child's 25 birthday. (If not passed on to new provision).</p>

Off-site learning Environments	<ul style="list-style-type: none"> Referral form 	<ul style="list-style-type: none"> Learning plan Audit paperwork Pre-placement check list Risk assessment Behaviour plan 	Once the student leaves this information is archived.	The information we create is shared with the provider. This is then archived once the students are no longer accessing this provision.	Curriculum information is stored for five years.
Catering/and Medical	<ul style="list-style-type: none"> Medical questionnaire Including dietary information 	<ul style="list-style-type: none"> Menu Medicine plan Risk assessment Medical information form 	<p>Students personal file is archived once they have left our provision</p> <p>Data is not destroyed unless it is only relevant to a trip or activity.</p>	Student's files can be passed on to the next provision to support their future education and keep them safe.	If files are kept because they have not moved with the student to the next provision, they will be archived for five years from curriculum date and until the students 25 birthday for safeguarding data.
Safeguarding	<ul style="list-style-type: none"> Safeguarding file Behaviour information Risk assessment Referral paperwork Home information 	<ul style="list-style-type: none"> Safeguarding file Behaviour information Risk assessment Behaviour plan Target setting EHCPs 	No. We do not destroy safeguarding data.	This is passed on to the next provision and signed for by the appropriate person.	Until the students 25 birthday for safeguarding data.
Trips and Transport	<ul style="list-style-type: none"> Venues risk assessment 	<ul style="list-style-type: none"> Risk assessments Behaviour plans Trip information list Attendance list Dietary information/ medical form 	Yes, personal trip information solely related to the trip is destroyed after the trip has taken place.	It could be passed on to the venue of the trip and destroyed after.	Until the end of the trip.
Equipment, (CCV) Videos and Photographs	<ul style="list-style-type: none"> Photos can sometime be included in completed work or in referral information 	<ul style="list-style-type: none"> Work for displays Work for accreditation Photos and video for advertising and publicity 	<p>Yes, once the student has left, or the accreditation is awarded.</p> <p>Yes, if the student changes their mind and withdraws consent.</p>	Photos can be sent to future provisions with student's permission. This could be included in referral paperwork or completed work.	Curriculum data is stored for five years. Once a student leaves, photos and video are destroyed.
Management Systems	<ul style="list-style-type: none"> Referral information COLLECT System School Pod/paper based 	<ul style="list-style-type: none"> Through school pod Incident reports Contact log Safeguarding Registers Contact information Students risk assessments and behaviour plans 	The relevant information is printed and stored once a student leaves this is then removed from the system.	This could be passed on to a student's future provision.	Five year. Any information relating to safeguarding is kept until the students 25 birthday.

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		<ul style="list-style-type: none"> • positive and negative behaviour • Data through COLECT 			
Contact/communication systems		<ul style="list-style-type: none"> • Texting information system • Parent information • letters home 	Yes, once it is no longer needed.	Only to parents and staff.	This information is not kept.
Social Care and Health Interactions	<ul style="list-style-type: none"> • Early help information • Social services information • Safeguarding information • EHC Plans 	<ul style="list-style-type: none"> • Risk assessments • behaviour plans • parent support plans • baseline profiles • Contact logs • Incident Reports 	<p>No, all the information relating to safeguarding is not destroyed.</p> <p>Early Help data is kept with permission from parents.</p>	It is shared with future provisions if needed and other professionals with the consent of parents if applicable.	Any information relating to safeguarding is kept until the students 25 birthday.
Paper Records	<ul style="list-style-type: none"> • Safeguarding external reports • risk assessments • EHCPs • Referral paperwork 	<ul style="list-style-type: none"> • Action plans • living and learning plan • risk assessments • behaviour plans • NCC Reviews • SCC Reviews 	<p>No, these are personal files that contain safeguarding information.</p> <p>External reports are kept in the office in locked cabinet.</p>	<p>Files could be passed on to future provisions. Some information is shared with other relevant professionals with consent.</p> <p>External reports will be kept on a secure database if possible.</p> <p>Paper documents can be scanned in then the hard copy destroyed.</p>	Any information relating to safeguarding is kept until the students 25 birthday if not passed on to other provisions.