Section 1: General Overview

Name of company	Department for Education
Name of application/product	Department for Education
Approved Data Sets List all the data sets that will be processed	Attendance read Attendance sessions attendance code content read Attendance sessions date content read Attendance sessions read Attendance sessions session content read Attendance sessions student content read Attendance summary approved education activity content read Attendance summary attendance codes read Attendance summary attendance not required content read Attendance summary authorised absences content read Attendance summary late after registration content read Attendance summary late before registration content read Attendance summary missing marks content read Attendance summary possible marks content read Attendance summary present content read Attendance summary read Attendance summary student content read Attendance summary unauthorized absences content read Attendance summary unexplained absences content read

	Leavers attendance sessions attendance code content read Leavers attendance sessions date content read Leavers attendance sessions read Leavers attendance sessions session content read Leavers attendance sessions student content read SEN rank content read SEN type code content read Special education needs read Students address postcode read Students admission date read Students CBDS Ethnicity (N00575) read Students CBDS read Students CBDS SEN Provision (N00209) read Students CBDS Sex (N00783) read Students CBDS Year Group (N00182) read Students child in need read (optional) Students child protection plan read (optional) Students contact details read Students cultural read Students current nc year read Students date of birth read Students demographics read Students education details read Students ethnicity code read Students ethnicity read Students ever in care read Students first language read Students forename read Students former UPN read Students FSM read Students gender read (optional) Students identifiers read Students in LEA care read

	Students leaver address postcode read Students Leaver CBDS Ethnicity (N00575) read Students Leaver CBDS read Students Leaver CBDS SEN Provision (N00209) read Students Leaver CBDS Sex (N00783) read Students leaver contact details read Students leaver cultural read Students leaver current nc year read Students leaver date of birth read Students leaver demographics read Students leaver education details read Students leaver ethnicity code read Students leaver ethnicity read Students leaver ever in care read Students leaver first language read Students leaver forename read Students leaver former UPN read Students leaver FSM read Students leaver gender read Students leaver identifiers read Students leaver in LEA care read Students leaver leaving date read Students leaver legal forename read Students leaver legal surname read Students leaver middle names read Students leaver read Students leaver SEN read Students leaver surname read Students leaver UPN read Students leaving date read Students legal forename read

	Students legal surname read Students middle names read Students read Students SEN read Students surname read Students UPN read
Requested Data Sets List of all data sets that could be processed	
Collecting Special Category data Review the data to be processed and determine if these sets contain special category data	☐
Does this involve processing considered 'High Risk' by the school? The data controller should determine if this processing is considered to be High Risk	☐no
Application function	
Number of data subjects Number of individuals who will have their data processed	Student_leaver - 33 Employee - 14 Student - 96
Data storage location Where will personal data be stored?	Arbor (school's MIS) and 3rd party Wonde
Data retention timeframe How long will data be stored?	Statutory period as per Data Retentions Policy on Arbor
Accreditations What security accreditations are held by the application/product?	

Section 2: Processing requirements

Identify the need for a DPIA

Document why you wish to process data in this manner.

To collect attendance data as per statutory requirement for the D f E

Benefits of this processing

Consider if you are currently processing data in this way, the benefits of changing and what you wish to achieve with this process.

Currently processing attendance data in accordance with statutory requirements, to allow Df E to gather attendance data for national statistics.

Collection of data

How will this processor collect data? Will data be provided manually (e.g. through a CSV) or automatically (e.g. through a Wonde connection)

Data collected through Wonde connection

Sharing data

Will data be shared with any other party NOT already mentioned? If so, how and why will this data be shared?

no

Information Security details

Review the security measures put in place. For external applications, review any DPIA information submitted to the Wonde platform.

School MIS and IT systems provided by Telford and Wrekin IT (LA supplier) with appropriate security measures. DPO advice observed by school.

High Risk processing

Provide a justification for why you have highlighted this processing as 'high risk'. Consider how this processing will impact individual rights.

Any other considerations

Add any further information about this data processing

Section 3: Consultation and Risk Management

Consult with relevant stakeholders

Provide details of any conversations with individuals involved in the processing. For example, Senior Leadership Teams, Office Manager, IT Support teams and Data Protection Officers

Risk	Likelyhood of risk	Potential impact	Mitigation needed?	If 'yes' describe mitigation	Does mitigation reduce potential impact?	Approved?
	Insignificant, Unlikely, Potential, Likely, Highly Likely	Low, Medium, High	Yes/No		Yes/No	Yes/No

Section 4: Review and Approval

Has this processing been approved?	Yes/No
Approved by	Justine Keeling-Paglia - Administration Officer
Approved date	11th June 2025
Next Review Date Choose a review date, its important to review more frequently if there is a high risk to personal data.	11th June 2026