Community Ed CIC Data Map September 2026-27

	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	• Referral information • EHCPs • Contact details	• School roll • School register • Contact Information	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.	• Safeguarding information • Referral information	Five years. Any information relating to safeguarding is kept until the students 25 birthday.
Core management Information system	• Referral information • Physiologist reports • EHCP Plans	• EHCP Reviews • School reports • Behaviour plans • Incident reports • Contact logs • Risk assessments	Behaviour information is passed on to the next provision. Contact logs are stored, and incident reports are archived.	• EHCP Plans and reviews • School reports	Behaviour information is kept until the student is 25 years old, along with safeguarding. (If not pasted on to new provision) Curriculum information is kept for five years.
Curriculum Tools or Data	• EHCP • Behaviour information • Incident reports • Safeguarding files	• Schemes of work • Lesson plans • Yearly overviews • Timetables • Data sheets • Progression data • Baseline-assessments • Target setting • One-page profiles • Learning levels	Personal curriculum information is archived once a student is off roll.	• School reports • EHCP reviews • Letters home • Incident reports • Updates and progression data	Curriculum data is kept for five years.
Therapy and Support	• • EHCP	• Baselines • Living and learning plan	No, this information contains sensitive information such as SEND and	• Relevant information is sent to the next provision, information	Any safeguarding information is kept until the child's 25 birthday. (If not passed on to new provision).

	• Referral paperwork	• Risk assessment • Behaviour management plan • Permission slips	behavioural information - this is archived.	is signed and dates by the designated person.	
Off-site learning Environments	• Referral form	• 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	• Medical questionnaire • Including dietary information	• Menu • Medicine plan • Risk assessment • Medical information form	Students personal file is archived once they have left our provision Data is not destroyed unless it is only relevant to a trip or activity.	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	• Safeguarding file • Behaviour information • Risk assessment • Referral paperwork • Home information	• 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	• Venues risk assessment	• 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**	• Photos can sometime be included in completed work or	• Work for displays • Work for accreditation • Photos and video for advertising and publicity	Yes, once the student has left, or the accreditation is awarded.	Photos can be sent to future provisions with student's permission. This could be	Curriculum data is stored for five years. Once a student leaves, photos and video are destroyed.

Photographs	in referral information		Yes, if the student changes their mind and withdraws consent.	included in referral paperwork or completed work.	
Management Systems	• Referral information • COLECT System • School Pod/paper based	• Through school pod Incident reports • Contact log • Safeguarding • Registers • Contact information • Students risk assessments and behaviour plans • positive and negative behaviour • Data through COLECT	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.
Contact/communication systems		• 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	• Early help information • Social services information • Safeguarding information • EHC Plans	• Risk assessments • behaviour plans • parent support plans • baseline profiles • Contact logs • Incident Reports	No, all the information relating to safeguarding is not destroyed. Early Help data is kept with permission from parents.	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. if not passed on to other provisions.
Paper Records	• Safeguarding external reports • risk assessments • EHCPs • Referral paperwork	• Action plans • living and learning plan • risk assessments • behaviour plans • NCC Reviews • SCC Reviews	No, thees are personal files that contain safeguarding information. External reports are kept in the office in locked cabinet.	Files could be passed on to future provisions. Some information is shared with other relevant professionals with consent. External reports will be kept on a secure database if possible. Paper documents can be scanned in then the hard copy destroyed.	Any information relating to safeguarding is kept until the students 25 birthday if not passed on to other provisions.