

INFORMATION AUDIT

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| Personal Information | Who needs to be informed that it is being held? (parent's, staff) | Sources | Physical, electronic or both | Does it move between your school and other organisations/people outside the school | If yes, external organisations or people (i.e. parents) | Why is it kept? Why is it shared with the organisation or individuals? | Is it Accurate? | Should it be kept? | If kept, how long for? | Does anyone need informing that it has been corrected? | Legal basis for holding the information |
|-----------------------------|--|---|-------------------------------------|---|---|---|------------------------|---|--|---|--|
| Specific | | | | | | | | | | | |
| E-Mails | Parent, Staff, Pupils, Parents, Contractors | IT Server, Intranet | Electronic | Yes | Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements], [See other rows that include Email], | Contractual Reasons | Yes | Yes | 6 Months, unless for reasons stated in other rows | No | |
| Photos | Parent, Staff, Pupils, Parents, Contractor, Visitors | Locations in the school, newsletters, school events, [Electronic signing in system] | Both | No (unless taken by an-external company) | Yes, photographic company | Contractual arrangement for providing the photo | Yes | Yes, for publicity and information purposes about the school's achievements and records | School photo events - 5 years, newsletters - 2 years | No | 4 |

Staff

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|-----------|----------|--|------|-----|--|---------------------|-----|-----|---------|------------------------------|---|
| Name | Employee | SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record] | Both | Yes | Public (i.e. if included on the website), HR Provider (name the provider), Occupational Health (name provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Contracts | Employee | SIMS, Staff File | | | | | | | | | |
| Gender | Employee | SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record] | Both | Yes | Public (i.e. if included on the website), HR Provider (name the provider), Occupational Health (name provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of title) | 4 |

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|--------------------|----------|--|----------|-----|---------------------------------|----------------------|-----|-----|---|----|---|
| D.O.B | Employee | SIMS, Staff File, Email | Both | Yes | Occupational Health, HR Serices | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |
| National Insurance | Employee | SIMS, Staff File | Both | Yes | HR Payroll | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |
| Job application | Employee | Staff File, on-line received from potential employee | Both | Yes | HR Services | Contractual Reasons | Yes | Yes | 6 months | No | 4 |
| References | Employee | Staff File | No | No | N/A | N/A | Yes | Yes | 6 months (unless the member of staff is in agreement to keep it longer) | No | 4 |
| Pension Info | Employee | SIMS, Staff File | Both | Yes | HR Payroll | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |
| Bank account | Employee | SIMS, Staff File | Both | Yes | HR Payroll | Contractual Reasons | Yes | Yes | Ongoing (for pay) | No | 4 |
| Next of Kin | Employee | SIMS, Staff File | Both | No | N/A | N/A | Yes | Yes | Ongoing (for emergency contact) | No | 4 |
| Appraisal | Employee | Staff File | Physical | Yes | HR Services | Advice on Employment | Yes | Yes | Two years (for record of consistancy) | No | 4 |
| Car registration | Employee | Staff File | Physical | No | N/A | N/A | Yes | Yes | Whilst valid business use | | 4 |
| Phone no.s | Employee | SIMS, Staff File, Email | Both | Yes | HR Services | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |

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|---|----------|--|----------|-----|--|--|-----|-----|--|---------|---|
| Email address | Employee | SIMS, Staff File, IT | Both | Yes | IT Company | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |
| Salary | Employee | SIMS, Staff File | Both | Yes | HR Payroll | Contractual Reasons | Yes | Yes | Ongoing (for pay) | No | 4 |
| Sick absence / other absence | Employee | Staff File [also see staff appraisal] | Physical | Yes | HR Services and Occupational Health | Advice on Employment | Yes | Yes | Two years (for record of consistency) | No | 4 |
| DBS | Employee | Staff File, [See single central record] | Both | Yes | DBS Website for Update Service | Check DBS for New Employee | Yes | Yes | 6 Months, the DBS number is kept ongoing | N/A | 4 |
| On-site and off-site visits - risk assessments (Name) | Employee | Paper (taken on and off site) and Electronic documents | Both | Yes | Plumsun Ltd, Education Centre and other Venues | To run school visits and for activities (on-site and off site) | Yes | Yes | Ongoing | Plumsun | 4 |
| Passport / ID info. | Employee | Staff File, [See single central record] | Physical | No | N/A | N/A | Yes | Yes | 6 months | No | 4 |
| Single Central record | Employee | Single Central Record [information collected is included on this form] | Both | No | No | Shared with Ofsted for inspection purposes | Yes | Yes | Ongoing | Yes | 4 |

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|------------------------|----------|---|----------|--|---------------------------|--|-----|---|--|-----|---|
| Training record | Employee | Staff File, Staff Room walls and other locations in schools needed for and emergency response such as first aid, fire), [See single central record] | Both | No | N/A | Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies | Yes | Yes | Ongoing, until the training is no longer valid | Yes | 4 |
| Copy of qualifications | Employee | Staff File, [See single central record] | Physical | No | N/A | N/A | Yes | Yes | 6 months | No | 4 |
| Photos for ID | Employee | Staff File | Both | No (unless taken by an external company) | Yes, photographic company | Contractual arrangement for providing the photo | Yes | Yes | Ongoing (i.e. used on staff badges) | No | 4 |
| General Photos | Employee | Locations in the school, newsletters, school events | Both | No (unless taken by an external company) | Yes, photographic company | Contractual arrangement for providing the photo | Yes | Yes, for publicity and information purposes about the school's achievements and records | School photo events - 5 years, newsletters - 2 years | No | 4 |

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|--------------------------------|----------|---|----------|-----|-------------------------------------|----------------------------|-----|--|--|-----|---|
| Marriage Certs, Change of Deed | Employee | Staff File, [See single central record] | Physical | No | N/A | N/A | Yes | No - used to check legally correct change of status/name | Less than 6 months | No | 4 |
| Disabilities | Employee | Staff File | Both | Yes | HR Services and occupational health | Contractual Reasons | Yes | Yes | 6 months or if an ongoing requirement for emergency response | No | 4 |
| Sexual Preference | Employee | Anonomously collected | Physical | Yes | HR Services | Contractual Reasons | Yes | Yes | 6 months | No | 4 |
| Previous work Experience | Employee | Staff File | Physical | No | N/A | N/A | Yes | Yes | 6 months (unless the member of staff is in agreement to keep it longer | No | 4 |
| Teacher status check | Employee | Staff File, [See single central record] | Yes | Yes | DBS Website for Update Service | Check DBS for New Employee | Yes | Yes | 6 Months, the DBS number is kept ongoing | N/A | 4 |
| Section 128 check | Employee | Staff File, [See single central record] | Both | Yes | | | Yes | Yes | 6 Months, the record that the check was undertaken is stored | N/A | 4 |

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|---------------------------------|------------------|---|------|--|--|---|-----|--|--|-----------------------------|---|
| Disqualification by Association | Employee | Staff File, [See single central record] | Both | Yes | DBS Website for Update Service | Check DBS for New Employee | Yes | Yes | 6 Months, the record that the check was undertaken is stored | N/A | 4 |
| Pupils | | | | | | | | | | | |
| Name | Parent and pupil | SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absence recording line [deleted each day] | Both | Yes | Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority (<i>i.e. safeguarding report</i>), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Photos | Parent and pupil | Locations in the school (medical and publicity purposes), newsletters, school events | Both | No (unless taken by an external company) | Yes, photographic company | Contractual arrangement for providing the photo | Yes | Yes, for medical reasons, publicity and information purposes about the school's achievements and records | School photo events - 5 years, newsletters - 2 years | No | 4 |

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|---------------|--------|---|------|-----|--|---------------------|-----|-----|--|-----------------------------|---|
| Gender | Parent | SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns | Both | Yes | Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority (<i>i.e. safeguarding report</i>), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Parents names | Parent | SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority (<i>i.e. safeguarding report</i>), Email | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |

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|---------|--------|---|------|-----|--|---------------------|-----|-----|--|-----------------------------|---|
| Address | Parent | SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority, NHS, Email | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |
| SEN | Parent | SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority (<i>i.e. safeguarding report</i>), Email, Change of School | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |

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|---------|--------|---|------|-----|--|---------------------|-----|-----|--|-----------------------------|---|
| Medical | Parent | SIMS, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies) , Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Email, Plumsun (emergency response on school visits) | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |
|---------|--------|---|------|-----|--|---------------------|-----|-----|--|-----------------------------|---|

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|--|--------|---|------|-----|--|---|-----|-----|--|------------------------------|---|
| Allergies | Parent | SIMS, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies) , Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority (i.e. <i>safeguarding report</i>), Email, Plumsun (emergency response on school visits) | To respond to pupils needs | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |
| Ethnicity and Religion | Parent | SIMS, Pupil File | Both | Yes | Local Authority, Plumsun (emergency response on school visits) | To respond to pupils needs | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes, parents if needs change | 4 |
| Behaviour Records and Risk Assessments | Parent | SIMS, Progress Reports | Both | Yes | Local Authority, Ofsted, parents, Plumsun (electronic school visit form) | Safeguarding, contractual arrangements - pupil attendance at school | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Teacher reports | Parent | SIMS, Progress Reports | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements - pupil attendance at school | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |

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|----------------------|--------|---|------|-----|----------------------------------|--|-----|-----|---|-----|---|
| Academic achievement | Parent | SIMS, Progress Reports | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements - pupil attendance at school, parents | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Siblings | Parent | SIMS | Both | Yes | Local Authority, Ofsted | Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Family info | Parent | SIMS | Both | Yes | Local Authority, Ofsted, parents | Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| SATS results | Parent | SIMS, Progress Reports, School Intranet | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Assessments | Parent | SIMS, Progress Reports, School Intranet | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Tracking data | Parent | SIMS, Progress Reports, School Intranet | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |

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|--------------------|--------|---|------|-----|------------------------------------|--------------------------|-----|-----|--|-----|---|
| First aid record | Parent | SIMS, Paper located in Staff Room, Office, Medical Room | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Exam certificates | Parent | SIMS, Progress Reports, IT Server, School Intranet | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | Yes | 4 |
| LAC / Court Orders | Parent | SIMS, Staff Office, IT Server, Intranet | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Free School meals | Parent | SIMS, Staff Office, IT Server, Intranet | Both | Yes | Catering Provider, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Emergency Contacts | Parent | SIMS, Staff Office, IT Server, Intranet | Both | Yes | N/A | N/A | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Email | Parent | SIMS, Pupil File, IT Server, Intranet | Both | Yes | IT Company | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |

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| Physical Intervention | Parent | SIMS, Paper located in Staff Room, Office, Medical Room | Both | Yes | Local Authority, Ofsted, parents | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| Doctors details | Parent | SIMS, Paper located in Staff Room, Office, Medical Room | Both | Yes | Local Authority, Ofsted, parents, | Contractual arrangements | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes | 4 |
| First language | Parent | SIMS, Pupil File | Both | Yes | Local Authority | To respond to pupils needs | Yes | Yes | Ongoing, whilst the pupil is attending school | Yes, parents if needs change | 4 |
| Birth Certificates | Parent | Paper | Physical | No | N/A | Check for school visits abroad, examination board check | Yes | No | Only during a visit | No | |

Parental

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|---------|--------|---|------|-----|--|---------------------|-----|-----|--|-----------------------------|---|
| Name | Parent | SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority (<i>i.e. safeguarding report</i>), Email | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |
| Address | Parent | SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] | Both | Yes | Local Authority (<i>i.e. safeguarding report</i>), Email | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No | 4 |
| Gender | Parent | SIMS, Pupil File, Email, safeguarding reports, | Both | Yes | Local Authority (<i>i.e. safeguarding report</i>), Email | Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No | 4 |

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| Governors | | | | | | | | | | | |
|--------------------------|----------|---|------|-----|--|----------------------------|-----|-----|--|-----------------------------|---|
| Name | Governor | SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central record] | Both | Yes | Public (i.e. if included on the website), HR Provider (name the provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| DBS | Governor | Governor File, [See single central record] | Both | Yes | DBS Website for Update Service | Check DBS for New Employee | Yes | Yes | 6 Months, the DBS number is kept ongoing | N/A | 4 |
| Gender | Governor | SIMS, Governor File, Email, safeguarding reports | Both | Yes | Local Authority (i.e. safeguarding report), Email | Contractual reasons | Yes | Yes | Ongoing, whilst the person is a Governor at the school | No | 4 |
| Personal Contact details | Governor | SIMS, Governor File, Email, safeguarding reports | Both | Yes | Local Authority (i.e. safeguarding report), Email | Contractual reasons | Yes | Yes | Ongoing, whilst the person is a Governor at the school | | |
| Email | Governor | SIMS, Pupil File, IT Server, Intranet | Both | Yes | IT Company | Contractual Reasons | Yes | Yes | Ongoing | No | 4 |

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|--|----------|---|------|-----|-----------------|---------------------|-----|-----|--|--|--|
| Address | Governor | SIMS, Governor File | Both | Yes | Local Authority | Contractual reasons | Yes | Yes | Ongoing, whilst the person is a Governor at the school | | |
| Telephone No.s | Governor | SIMS, Governor File | Both | Yes | N/A | N/A | Yes | Yes | Ongoing, whilst the person is a Governor at the school | | |
| Conflict of interest / Register of interest | Governor | SIMS, Governor File | Both | Yes | N/A | N/A | Yes | Yes | Ongoing, whilst the person is a Governor at the school | | |
| Profile | Governor | SIMS, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet | Both | Yes | N/A | N/A | Yes | Yes | Ongoing, whilst the person is a Governor at the school | | |
| Attendance at meetings | Governor | SIMS, Governor File. School Website | Both | Yes | N/A | N/A | Yes | Yes | Ongoing, whilst the person is a Governor at the school | | |

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|-------------------|----------|--|------|--|---------------------------|---|-----|---|--|----|---|
| Section 128 check | Governor | SIMS, Governor File, [See single sentral record] | Both | Yes | N/A | N/A | Yes | Yes | 6 Months, the record that the check was undertaken is stored | | |
| Photos | Governor | Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system] | Both | No (unless taken by an external company) | Yes, photographic company | Contractual arrangement for providing the photo | Yes | Yes, for medical resasons, publicity and information purposes about the school's achievements and records | School photo events - 5 years, newsletters - 2 years | No | 4 |

Contractors

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|------|------------|--|------|-----|--|---------------------|-----|-----|---------|-----------------------------|---|
| Name | Contractor | SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record] | Both | Yes | Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for edcuational visits, accident reporting</i>), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
|------|------------|--|------|-----|--|---------------------|-----|-----|---------|-----------------------------|---|

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|--------------|------------|---|------|-----|--|----------------------------|-----|-----|--|-----------------------------|---|
| Address | Contractor | SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Gender | Contractor | SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Mobile phone | Contractor | SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| DBS | Contractor | Contractual records, [See single central record] | Both | Yes | DBS Website for Update Service | Check DBS for New Employee | Yes | Yes | 6 Months, the DBS number is kept ongoing | N/A | 4 |

| | | | | | | | | | | | |
|--------------|------------|--|------------|-----|--------------------------------|---------------------|-----|-----|--|-----|---|
| Organisation | Contractor | Contractual records, [See single central record] | Both | Yes | DBS Website for Update Service | Contractual reasons | Yes | Yes | Kept as long as the current contract lasts | N/A | 4 |
| Biometric | Contractor | | | | | | | | | | |
| Photos | Contractor | [electronic signing in system] | Electronic | No | N/A | N/A | Yes | No | N/A | No | 4 |
| VAT Info | Contractor | Contractual records, [See single central record] | Electronic | No | N/A | N/A | Yes | Yes | Kept as long as the current contract lasts | No | 4 |

Visitors

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|--------------|---------|---|------------|----|-----|-----|-----|-----|---------|----|---|
| Name | Visitor | [electronic signing in system], School Register | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |
| Car reg | Visitor | [electronic signing in system], School Register | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |
| Gender | Visitor | [electronic signing in system], School Register | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |
| Organisation | Visitor | [electronic signing in system], School Register | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |

| | | | | | | | | | | | |
|---------|---------|---|------------|-----|------------|-------------------------------|-----|-----|-----------------|----|---|
| DBS | Visitor | [electronic signing in system], School Register | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |
| E-mails | Visitor | IT Server, Intranet | Both | Yes | IT Company | Reasons for arranging a visit | Yes | No | Until the visit | No | 4 |
| Photo | Visitor | [electronic signing in system] | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |
| | | | | | | | | | | | |

Volunteers

| | | | | | | | | | | | |
|----------|------------|--|------------|-----|---|---------------------|-----|-----|---------|-----------------------------|---|
| Name | Individual | SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record] | Both | Yes | Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider | Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Photo ID | Individual | [electronic signing in system] | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |

| | | | | | | | | | | | |
|-----------------|------------|--|------------|-----|---|----------------------------|-----|-----|--|-----|---|
| Gender | Individual | SIMS, Email, School Website, Contracts, 'Signing In System', [See single central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider | Contractual reasons | Yes | Yes | For as long as the contract to volunteer | No | 4 |
| Contact details | Individual | SIMS, Email, Contracts, IT Server, School Intranet | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider | Contractual reasons | Yes | Yes | For as long as the contract to volunteer | No | 4 |
| DBS | Individual | Contractual records, [See single central record] | Both | Yes | DBS Website for Update Service | Check DBS for New Employee | Yes | Yes | 6 Months, the DBS number is kept ongoing | N/A | 4 |
| Next of kin | Individual | SIMS, Email, Contracts, IT Server, School Intranet | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider | Contractual reasons | Yes | Yes | For as long as the contract to volunteer | No | 4 |
| Car reg | Individual | [electronic signing in system] | Electronic | No | N/A | N/A | Yes | Yes | One day | No | 4 |