

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
Specific				
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic	Yes
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)
Staff				
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
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
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes
National Insurance	Employee	SIMS, Staff File	Both	Yes
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes
References	Employee	Staff File	No	No
Pension Info	Employee	SIMS, Staff File	Both	Yes
Bank account	Employee	SIMS, Staff File	Both	Yes
Next of Kin	Employee	SIMS, Staff File	Both	No
Appraisal	Employee	Staff File	Physical	Yes
Car registration	Employee	Staff File	Physical	No
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes
Email address	Employee	SIMS, Staff File, IT	Both	Yes
Salary	Employee	SIMS, Staff File	Both	Yes
Sick absence /	Employee	Staff File [also see	Physical	Yes
DBS	Employee	Staff File, [See single central record]	Both	Yes
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes

Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both	No
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	Both	No
Copy of qualifications	Employee	Staff File, [See single central record]	Physical	No
Photos for ID	Employee	Staff File	Both	No (unless taken by an external company)
General Photos	Employee	Locations in the school, newsletters, school events	Both	No (unless taken by an external company)
Medical	Employee	Staff File	Both	Yes
Sickness /	Employee	Staff File	Both	Yes
Disciplinary	Employee	Staff File	Both	Yes
First aid record	Employee	Staff File, Staff Room	Both	No
Emergency	Employee	SIMS, Staff File	Both	No
Interview notes	Employee	Staff File	Physical	Yes
Biometric	Employee			
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical	No
Disabilities	Employee	Staff File	Both	Yes
Sexual	Employee	Anonomously	Physical	Yes
Previous work	Employee	Staff File	Physical	No

Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes

Pupils

Name	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absense recording line [deleted each day]	Both	Yes
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events	Both	No (unless taken by an external company)
Gender	Parent	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns	Both	Yes
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

Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes
SEN	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes
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
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
Ethnicity and Religion	Parent	SIMS, Pupil File	Both	Yes
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both	Yes
Teacher reports	Parent	SIMS, Progress Reports	Both	Yes

Academic achievement	Parent	SIMS, Progress Reports	Both	Yes
Siblings	Parent	SIMS	Both	Yes
Family info	Parent	SIMS	Both	Yes
SATS results	Parent	SIMS, Progress Reports, School Intranet	Both	Yes
Assessments	Parent	SIMS, Progress Reports, School Intranet	Both	Yes
Tracking data	Parent	SIMS, Progress Reports, School Intranet	Both	Yes
First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	Both	Yes
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes
Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both	Yes
Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes
First language	Parent	SIMS, Pupil File	Both	Yes
Birth Certificates	Parent	Paper	Physical	No

Parental				
Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	Both	Yes
Phone No.	Parent	SIMS, Pupil File, Email	Both	Yes
Call History	Parent	Absense recording line [deleted each day]	Both	Yes
Letters	Parent	SIMS, Pupil File, Email	Both	Yes
Marital status	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes
Relationship to pupil	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes
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
DBS	Governor	Governor File, [See single central record]	Both	Yes
Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes
Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes
Email	Governor	SIMS, Pupil File, IT Server, Intranet	Both	Yes
Address	Governor	SIMS, Governor File	Both	Yes
Telephone No.s	Governor	SIMS, Governor File	Both	Yes
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both	Yes
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single central record], IT Server, School Intranet	Both	Yes
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both	Yes
Section 128 check	Governor	SIMS, Governor File, [See single central record]	Both	Yes

Photos	Governor	Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system]	Both	No (unless taken by an external company)
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Contractors

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes
Mobile phone	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes
DBS	Contractor	Contractual records, [See single central record]	Both	Yes
Organisation	Contractor	Contractual records, [See single central record]	Both	Yes
Biometric	Contractor			
Photos	Contractor	[electronic signing in system]	Electronic	No
VAT Info	Contractor	Contractual records, [See single central record]	Electronic	No

Visitors

Name	Visitor	[electronic signing in system], School Register	Electronic	No
Car reg	Visitor	[electronic signing in system], School Register	Electronic	No
Gender	Visitor	[electronic signing in system], School Register	Electronic	No
Organisation	Visitor	[electronic signing in system], School Register	Electronic	No

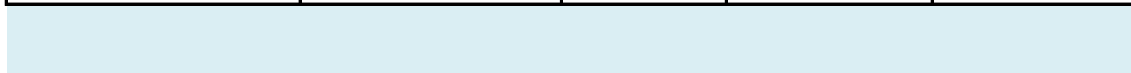
DBS	Visitor	[electronic signing in system], School Register	Electronic	No
E-mails	Visitor	IT Server, Intranet	Both	Yes
Photo	Visitor	[electronic signing in system]	Electronic	No
Volunteers				
Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes
Photo ID	Individual	[electronic signing in system]	Electronic	No
Gender	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', [See single central record]	Both	Yes
Contact details	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	Yes
DBS	Individual	Contractual records, [See single central record]	Both	Yes
Next of kin	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	Yes
Car reg	Individual	[electronic signing in system]	Electronic	No

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?
Local Authority (i.e. safeguarding report), 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
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
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

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
Occupational Health, HR Services	Contractual Reasons	Yes	Yes	Ongoing
HR Payroll	Contractual Reasons	Yes	Yes	Ongoing
HR Services	Contractual Reasons	Yes	Yes	6 months
N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)
HR Payroll	Contractual Reasons	Yes	Yes	Ongoing
HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)
N/A	N/A	Yes	Yes	Ongoing (for
HR Services	Advice on Employment	Yes	Yes	Two years (for
N/A	N/A	Yes	Yes	Whilst valid
HR Services	Contractual Reasons	Yes	Yes	Ongoing
IT Company	Contractual Reasons	Yes	Yes	Ongoing
HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)
HR Services and	Advice on Employment	Yes	Yes	Two years (for
DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing
Plumsun Ltd, Education Centre and other Venues	To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing

N/A	N/A	Yes	Yes	6 months
No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing
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
N/A	N/A	Yes	Yes	6 months
Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes	Ongoing (i.e. used on staff badges)
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
HR Services and	Advice on employment	Yes	Yes	Two years (for
HR Services and	Advice on employment	Yes	Yes	Two years (for
HR Services and	Advice on employment	Yes	Yes	Two years (for
N/A	Shared with Ofsted for	Yes	Yes	Ongoing, until the
N/A	N/A	Yes	Yes	Ongoing (for
HR Services	Contractual Reasons	Yes	Yes	6 months
N/A	N/A	Yes	No - used to check legally correct change of status/name	Less than 6 months
HR Services and	Contractual Reasons	Yes	Yes	6 months or if an
HR Services	Contractual Reasons	Yes	Yes	6 months
N/A	N/A	Yes	Yes	6 months (unless

DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing
		Yes	Yes	6 Months, the record that the check was undertaken is stored
DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the record that the check was undertaken is stored



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
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
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
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

Local Authority, NHS, Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance
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
Local Authority (<i>i.e. 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
Local Authority (<i>i.e. 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
Local Authority, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school
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
Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school

Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school, parents	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Catering Provider, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
N/A	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school
IT Company	Contractual Reasons	Yes	Yes	Ongoing
Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority, Ofsted, parents,	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school
Local Authority	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school
N/A	Check for school visits abroad, examination board check	Yes	No	Only during a visit

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
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
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
Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements]Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance
No	N/A	Yes	Yes	One day
Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements], Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance
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
Local Authority (<i>i.e. safeguarding report</i>)	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is

Public (<i>i.e. if included on the website</i>), HR Provider (<i>name the provider</i>), Contractors (<i>i.e. Plumsun, training providers</i>), Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing
DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing
Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school
Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school
IT Company	Contractual Reasons	Yes	Yes	Ongoing
Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school
N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school
N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school
N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school
N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school
N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school
N/A	N/A	Yes	Yes	6 Months, the record that the check was undertaken is stored

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
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Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing
Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing
Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing
Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing
DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing
DBS Website for Update Service	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts
N/A	N/A	Yes	No	N/A
N/A	N/A	Yes	Yes	Kept as long as the current contract lasts

N/A	N/A	Yes	Yes	One day
N/A	N/A	Yes	Yes	One day
N/A	N/A	Yes	Yes	One day
N/A	N/A	Yes	Yes	One day

N/A	N/A	Yes	Yes	One day
IT Company	Reasons for arranging a visit	Yes	No	Until the visit
N/A	N/A	Yes	Yes	One day
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
N/A	N/A	Yes	Yes	One day
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	For as long as the contract to volunteer
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	For as long as the contract to volunteer
DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing
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	For as long as the contract to volunteer
N/A	N/A	Yes	Yes	One day

Does anyone need informing that it has been corrected?	Legal basis for holding the information
No	
No	4
No (unless changes of name)	4

No (unless changes of title)	4
No	4
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Plumsun	4

N/A	4
N/A	4
N/A	4
No (unless changes of name)	4
No	4
No (unless changes of name)	4
No (unless changes of name)	4

No (unless changes of name)	4
No (unless changes of name)	4
No (unless changes of name)	4
No (unless changes of name)	4
Yes, parents if needs change	4
Yes	4
Yes	4

Yes	4
Yes	4
Yes	4
Yes	4
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No	4
Yes	4
Yes	4
Yes, parents if needs change	4
No	

No (unless changes of name)	4
No	4
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No	4
No	4

No	4
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No (unless changes of name)	4
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No (unless changes of name)	4
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No (unless changes of name)	4
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No (unless changes of name)	4
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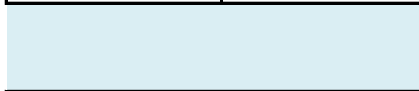
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