## **INFORMATION AUDIT**

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| Personal<br>Information | Who needs to be informed that it is being held? (parent's, staff) | Sources  | Physical,<br>electronic or<br>both | Does it move<br>between your<br>school and other<br>organisations/peo<br>ple outside the<br>school |
|-------------------------|---|--|------------------------------------|--|
| Specific                |   |  |                                    |  |
| E-Mails                 | Parent, Staff, Pupils,<br>Parents, Contractors                    |  | Electronic                         | Yes  |
| Photos                  | Parent, Staff, Pupils,<br>Parents, Contractor,<br>Visitors        |  | Both                               | No (unless taken by<br>an external<br>company)   |
| Staff                   |   |  |                                    |  |
| Name                    | Employee  | SIMS, Staff File,<br>Email, School<br>Website, Course<br>Certificates,<br>Registers, 'Signing In<br>System',<br>Newsletters,<br>Business Continuity<br>Plan, Accident<br>Returns, [See single<br>central record] | Both                               | Yes  |
| Contracts               | Employee  | SIMS, Staff File   |                                    |  |

| Gender  | Employee | SIMS, Staff File,<br>Email, School<br>Website, Course<br>Certificates,<br>Registers, 'Signing In<br>System',<br>Newsletters,<br>Business Continuity<br>Plan, Accident<br>Returns, [See single<br>central record] | Both     | Yes |
|---|----------|--|----------|-----|
| D.O.B   | Employee | SIMS, Staff File,<br>Email   | Both     | Yes |
| National<br>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,<br>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-<br>site visits - risk<br>assessments<br>(Name) | Employee | Paper (taken on and<br>off site) and<br>Electronic<br>documents  | Both     | Yes |

| Docoport / ID         | [Fmployes | Ctoff File (Coopeignele                 | Dhypical | INo                 |
|-----------------------|-----------|---|----------|---------------------|
| Passport / ID info.   | Employee  | Staff File, [See single central record] | rnysical | No                  |
|                       |           |   |          |                     |
| Single Central record | Employee  | Single Central Record [information      | Both     | No                  |
| record                |           | collected is included                   |          |                     |
|                       |           | on this form]                           |          |                     |
|                       |           |   |          |                     |
| Training record       | Employee  | Staff File, Staff Room                  | Both     | No                  |
|                       |           | walls and other locations in schools    |          |                     |
|                       |           | needed forand                           |          |                     |
|                       |           | emergency response such as first aid,   |          |                     |
|                       |           | fire), [See single                      |          |                     |
| Copy of               | Employee  | Staff File, [See single                 | Physical | No                  |
| qualifications        |           | central record]                         |          |                     |
|                       |           |   |          |                     |
| Photos for ID         | Employee  | Staff File                              | Both     | No (unless taken by |
|                       |           |   |          | an external         |
|                       |           |   |          | company)            |
|                       |           |   |          |                     |
| General Photos        | Employee  | Locations in the                        | Both     | No (unless taken by |
|                       |           | school, newsletters,                    |          | an external         |
|                       |           | school events                           |          | 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,       | Employee  | Staff File, [See single                 | Physical | No                  |
| Change of Deed        |           | central record]                         |          |                     |
|                       |           |   |          |                     |
|                       |           |   |          |                     |
|                       |           |   |          |                     |
| Disabilities          | Employee  | Staff File                              | Both     | Yes                 |
| Sexual                | Employee  | Anonomously                             | Physical | Yes                 |
| Previous work         | Employee  | Staff File                              | Physical | No                  |

| Teacher status                  | Employee         | Staff File, [See single                     | Voc  | Yes                 |
|---------------------------------|------------------|---|------|---------------------|
| check                           | Employee         | central record]                             | 165  | 165                 |
|                                 |                  | · ·   |      |                     |
|                                 |                  |   |      |                     |
| Section 128                     | Employee         | Staff File, [See single                     | Both | Yes                 |
| check                           |                  | central record]                             |      |                     |
|                                 |                  |   |      |                     |
|                                 |                  |   |      |                     |
|                                 |                  |   |      |                     |
| Di                              | F                | 04-# File 10in-al-                          | D-4b | V                   |
| Disqualification by Association | Employee         | Staff File, [See single central record]     | Both | Yes                 |
| by Accountion                   |                  | oonii ar roooraj                            |      |                     |
|                                 |                  |   |      |                     |
|                                 |                  |   |      |                     |
|                                 |                  |   |      |                     |
| Pupils                          |                  |   |      |                     |
|                                 |                  | Taura ==                                    | I    | I                   |
| Name                            | Parent and pupil | SIMS, Pupil File,<br>Email, School          | Both | Yes                 |
|                                 |                  | Website, Pupil                              |      |                     |
|                                 |                  | Progress, Registers,                        |      |                     |
|                                 |                  | 'Signing In System',                        |      |                     |
|                                 |                  | Newsletters,                                |      |                     |
|                                 |                  | Accident Returns, absense recording         |      |                     |
|                                 |                  | line [deleted each                          |      |                     |
|                                 |                  | day]  |      |                     |
| Photos                          | Parent and pupil | Locations in the                            | Both | No (unless taken by |
|                                 |                  | school (medical and                         |      | an external         |
|                                 |                  | publicity purposes),<br>newsletters, school |      | company)            |
|                                 |                  | events                                      |      |                     |
|                                 |                  |   |      |                     |
|                                 |                  |   |      |                     |
| Gender                          | Parent           | SIMS, Pupil File,                           | Both | Yes                 |
|                                 |                  | Email, School                               |      |                     |
|                                 |                  | Website, Pupil                              |      |                     |
|                                 |                  | Progress, Registers,                        |      |                     |
|                                 |                  | 'Signing In System',<br>Newsletters,        |      |                     |
|                                 |                  | Accident Returns                            |      |                     |
| Parents names                   | Parent           | SIMS, Pupil File,                           | Both | Yes                 |
|                                 |                  | Email, Accident                             |      |                     |
|                                 |                  | Returns,                                    |      |                     |
|                                 |                  | safeguarding reports,                       |      |                     |
|                                 |                  | contractual document (such as               |      |                     |
|                                 |                  | permission slips),                          |      |                     |
|                                 |                  | absense recording                           |      |                     |
|                                 |                  | line [deleted each                          |      |                     |
|                                 |                  | day]  |      |                     |

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

| r                  | T_       | Tarra a                | I        | T                                     |
|--------------------|----------|------------------------|----------|---------------------------------------|
| Academic           | Parent   | SIMS, Progress         | Both     | Yes                                   |
| achievement        |          | Reports                |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
| Siblings           | Parent   | SIMS                   | Both     | Yes                                   |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          | 0.010                  |          |                                       |
| Family info        | Parent   | SIMS                   | Both     | Yes                                   |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
| SATS results       | Parent   | SIMS, Progress         | Both     | Yes                                   |
|                    |          | Reports, School        |          | 1.55                                  |
|                    |          | Intranet               |          |                                       |
| Assessments        | Parent   | SIMS, Progress         | Both     | Yes                                   |
| Assessments        | Farent   |                        | DOILL    | res                                   |
|                    |          | Reports, School        |          |                                       |
|                    |          | Intranet               |          |                                       |
| Tracking data      | Parent   | SIMS, Progress         | Both     | Yes                                   |
|                    |          | Reports, School        |          |                                       |
|                    |          | Intranet               |          |                                       |
| First aid record   | Parent   | SIMS, Paper located    | Both     | Yes                                   |
|                    |          | in Staff Room, Office, |          |                                       |
|                    |          | Medical Room           |          |                                       |
|                    |          | Wedical Room           |          |                                       |
|                    | <u> </u> | OUMO D                 | D (1     |                                       |
| Exam certificates  | Parent   | SIMS, Progress         | Both     | Yes                                   |
|                    |          | Reports, IT Server,    |          |                                       |
|                    |          | School Intranet        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
| LAC / Court        | Parent   | SIMS, Staff Office, IT | Both     | Yes                                   |
| Orders             |          | Server, Intranet       |          | 1.55                                  |
| O Tuoro            |          | Corvor, intrarior      |          |                                       |
| Free School        | Parent   | SIMS, Staff Office, IT | Doth     | Yes                                   |
|                    | Farent   |                        | DOILL    | res                                   |
| meals              |          | Server, Intranet       |          |                                       |
|                    |          |                        |          |                                       |
| Emergency          | Parent   | SIMS, Staff Office, IT | Both     | Yes                                   |
| Contacts           |          | Server, Intranet       |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
| Email              | Parent   | SIMS, Pupil File, IT   | Both     | Yes                                   |
| Liliali            | 1 010111 |                        | Douil    | 100                                   |
|                    |          | Server, Intranet       |          |                                       |
| D                  | <u> </u> | 0010                   | D (1     | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |
| Physical           | Parent   | SIMS, Paper located    | Both     | Yes                                   |
| Intervention       |          | in Staff Room, Office, |          |                                       |
| 1                  |          | Medical Room           |          |                                       |
|                    |          |                        |          |                                       |
| Doctors details    | Parent   | SIMS, Paper located    | Both     | Yes                                   |
|                    |          | in Staff Room, Office, |          |                                       |
|                    |          | Medical Room           |          |                                       |
| 1                  |          | Woodloai Nooili        |          |                                       |
| Final Is :::       | Davart   | OIMO D" E"             | Dath     | Vac                                   |
| First language     | Parent   | SIMS, Pupil File       | Both     | Yes                                   |
|                    |          |                        |          |                                       |
|                    |          |                        |          |                                       |
| Birth Certificates | Parent   | Paper                  | Physical | No                                    |
| 1                  |          |                        |          |                                       |
|                    |          |                        |          |                                       |
|                    | •        |                        |          |                                       |

| 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,<br>Email, Accident<br>Returns,<br>safeguarding reports,<br>contractual<br>document (such as<br>permission slips),<br>absense recording<br>line [deleted each<br>day] | Both | Yes |
| Gender          | Parent | SIMS, Pupil File,<br>Email, safeguarding<br>reports,   | Both | Yes |
| Phone No.       | Parent | SIMS, Pupil File,<br>Email   | Both | Yes |
| Call History    | Parent | Absense recording line [deleted each day]  | Both | Yes |
| Letters         | Parent | SIMS, Pupil File,<br>Email   | Both | Yes |
| Marital status  | Parent | SIMS, Pupil File,<br>Email, safeguarding<br>reports  | Both | Yes |
| Relationship to | Parent | SIMS, Pupil File,  | Both | Yes |
| Governors       |        |  |      |     |

| Name  | Governor | SIMS, Governor File,<br>Email, School<br>Website, Course<br>Certificates,<br>Registers, 'Signing In<br>System',<br>Newsletters,<br>Business Continuity<br>Plan, [See single<br>sentral record] | Both | Yes |
|---|----------|--|------|-----|
| DBS   | Governor | Governor File, [See single central record]   | Both | Yes |
| Gender                                      | Governor | SIMS, Governor File,<br>Email, safeguarding<br>reports   | Both | Yes |
| Personal Contact details                    | Governor | SIMS, Governor File,<br>Email, safeguarding<br>reports   | Both | Yes |
| Email                                       | Governor | SIMS, Pupil File, IT<br>Server, Intranet   | Both | Yes |
| Adddress                                    | 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.<br>School Website,<br>Business Continuity<br>Plan, [See single<br>sentral record], IT<br>Server, School<br>Intranet   | Both | Yes |
| Attendence at meetings                      | Governor | SIMS, Governor File.<br>School Website   | Both | Yes |
| Section 128<br>check                        | Governor | SIMS, Governor File,<br>[See single sentral<br>record]   | Both | Yes |

| Photos       | Governor   | Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system]                          | Both       | No (unless taken by<br>an external<br>company) |
|--------------|------------|---|------------|--|
| Contractors  |            |   |            |  |
| Name         | Contractor | SIMS, Email, School<br>Website, Contracts,<br>'Signing In System',<br>Business Continuity<br>Plan, [See single<br>sentral record] | Both       | Yes  |
| Address      | Contractor | SIMS, Email, School<br>Website,<br>Contracts, Business<br>Continuity Plan, [See<br>single sentral record]                         |            | Yes  |
| Gender       | Contractor | SIMS, Email, School<br>Website,<br>Contracts,Business<br>Continuity Plan, [See<br>single sentral record]                          | Both       | Yes  |
| Mobile phone | Contractor | SIMS, Email, School<br>Website,<br>Contracts,Business<br>Continuity Plan, [See<br>single sentral record]                          | Both       | Yes  |
| DBS          | Contractor | Contractual records, [See single central record]  | Both       | Yes  |
| Organisation | Contractor | Contractual records,<br>[See single central<br>record]  | Both       | Yes  |
| Biometric    | Contractor |   |            |  |
| Photos       | Contractor | [electronic signing in system]  | Electronic | No   |
| VAT Info     | Contractor | Contractual records,<br>[See single central<br>record]  | Electronic | No   |
| Visitors     |            |   |            |  |
| Name         | Visitor    | [electronic signing in system], School Register   | Electronic | No   |
| Car reg      | Visitor    | [electronic signing in<br>system], School<br>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<br>system], School<br>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<br>Website, Contracts,<br>'Signing In System',<br>Business Continuity<br>Plan, [See single<br>sentral record] | Both       | Yes |
| Photo ID        | Individual | [electronic signing in system]  | Electronic | No  |
| Gender          | Individual | SIMS, Email, School<br>Website, Contracts,<br>'Signing In System',<br>[See single sentral<br>record]                              | Both       | Yes |
| Contact details | Individual | SIMS, Email,<br>Contracts, IT Server,<br>School Intranet  | Both       | Yes |
| DBS             | Individual | Contractual records,<br>[See single central<br>record]  | Both       | Yes |
| Next of kin     | Individual | SIMS, Email,<br>Contracts, IT Server,<br>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<br>Accurate? | Should it be kept?  | If kept, how long<br>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<br>for reasons stated<br>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<br>events - 5 years,<br>newsletters - 2<br>years |
| Public (i.e. if included on  | Contractual reasons  | Yes                | Yes   | Ongoing   |

| Public (i.e. if included on | Contractual reasons | Yes | Yes | Ongoing |
|-----------------------------|---------------------|-----|-----|---------|
| the website), HR Provider   |                     |     |     |         |
| (name the provider),        |                     |     |     |         |
| Occupational Health         |                     |     |     |         |
| (name provider),            |                     |     |     |         |
| Contractors (i.e. Plumsun,  |                     |     |     |         |
| training providers), Local  |                     |     |     |         |
| Authority (i.e.             |                     |     |     |         |
| safeguarding report),       |                     |     |     |         |
| Email                       |                     |     |     |         |
|                             |                     |     |     |         |
|                             |                     |     |     |         |
|                             |                     |     |     |         |
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|                             |                     |     |     |         |
|                             |                     |     |     |         |
|                             |                     |     |     |         |
|                             |                     |     |     |         |

| Contractual reasons  | Yes  | Yes  | Ongoing  |
|----------------------|--|--|--|
|                      |  |  |  |
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|                      |  |  |  |
|                      |  |  |  |
|                      |  |  |  |
| Contractual Reasons  | Yes  | Yes  | Ongoing  |
|                      |  |  |  |
| Contractual Reasons  | Yes  | Yes  | Ongoing  |
|                      |  |  |  |
| Contractual Reasons  | Yes  | Yes  | 6 months   |
|                      |  |  |  |
|                      |  |  |  |
| Ν/Δ                  | Yes  | Ves  | 6 months (unless   |
| 14/7                 | 103  |  | the member of  |
|                      |  |  | staff is in  |
|                      |  |  | agreement to<br>keep it longer   |
|                      |  |  |  |
| Contractual Reasons  | Yes  | Yes  | Ongoing  |
| Contractual Reasons  | Yes  | Yes  | Ongoing (for pay)  |
| N/A                  | Yes  | Yes  | Ongoing (for   |
| Advice on Employment | Yes  | Yes  | Two years (for   |
| N/A                  | Yes  | Yes  | Whilst valid   |
| Contractual Reasons  | Yes  | Yes  | Ongoing  |
|                      |  |  |  |
| Contractual Reasons  | Yes  | Yes  | Ongoing  |
|                      |  |  |  |
| Contractual Reasons  | Yes  | Yes  | Ongoing (for pay)  |
| • •                  |  | Yes  | Two years (for   |
|                      | Yes  | Yes  | 6 Months, the<br>DBS number is   |
| Linployee            |  |  | kept ongoing   |
|                      |  |  |  |
| To run school visits | Yes  | Yes  | Ongoing  |
| site and off site)   |  |  |  |
| <u> </u>             |  |  |  |
|                      |  | 1  |  |
|                      | Contractual Reasons  Contractual Reasons  Contractual Reasons  N/A  Contractual Reasons  Contractual Reasons  N/A  Advice on Employment  N/A  Contractual Reasons  Contractual Reasons  Contractual Reasons  Contractual Reasons  Contractual Reasons  Contractual Reasons  To run school visits and for activities (on- | Contractual Reasons Yes  Contractual Reasons Yes  Contractual Reasons Yes  N/A Yes  Contractual Reasons Yes  Contractual Reasons Yes  N/A Yes  Advice on Employment Yes  N/A Yes  Contractual Reasons Yes | Contractual Reasons Yes Yes  Contractual Reasons Yes Yes  Contractual Reasons Yes Yes  N/A Yes Yes  Contractual Reasons Yes Yes  Contractual Reasons Yes Yes  N/A Yes Yes  Advice on Employment Yes Yes  Contractual Reasons Yes Yes  Check DBS for New Employee Yes Yes  To run school visits and for activities (on- |

| 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, untill the<br>training is no<br>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<br>events - 5 years,<br>newsletters - 2<br>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   | Two years (for  |
| N/A                       | Shared with Ofsted for   | Yes | Yes   | Ongoing, untill the   |
| N/A                       | N/A  | Yes | Yes   | Ongoing, tritili trie   |
| HR Services               | Contractual Reasons  | Yes | Yes   | 6 months  |
| TR Services               | Contractual Reasons  | res | res   | o monuis  |
| N/A                       | N/A  | Yes | No - used to<br>check legally<br>correct change of<br>status/name                       | Less than 6<br>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  |

| [   | lo: : 556 / ::                                  | I   | <b>.</b>  |   |
|---|---|-----|---|---|
| DBS Website for Update<br>Service   | Check DBS for New<br>Employee                   | Yes | Yes   | 6 Months, the<br>DBS number is<br>kept ongoing  |
|   |   | Yes | Yes   | 6 Months, the record that the check was untertaken is stored  |
| DBS Website for Update<br>Service   | Check DBS for New<br>Employee                   | Yes | Yes   | 6 Months, the record that the check was untertaken is stored  |
|   |   |     |   |   |
| Public (i.e. if included on<br>the website), Contractors<br>(i.e. Plumsun, educational<br>visit sign off), Local<br>Authority (i.e.<br>safeguarding report),<br>Email | Contractual reasons                             | Yes | Yes   | Ongoing   |
| 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<br>events - 5 years,<br>newsletters - 2<br>years                                       |
| Public (i.e. if included on<br>the website), Contractors<br>(i.e. Plumsun, educational<br>visit sign off), Local<br>Authority (i.e.<br>safeguarding report),<br>Email | Contractual reasons                             | Yes | Yes   | Ongoing   |
| Local Authority ( <i>i.e.</i> safeguarding report),<br>Email  | Contractual reasons                             | Yes | Yes   | Ongoing, whilst<br>the pupil is<br>attending school,<br>and for 6 months<br>following<br>attendence |

| Local Authority, NHS,                            | Contractual reasons                       | Yes | Yes | Ongoing, whilst                |
|--|---|-----|-----|--------------------------------|
| Email  |   |     |     | the pupil is attending school, |
|  |   |     |     | and for 6 months               |
|  |   |     |     | following                      |
|  |   |     |     | attendence                     |
|  |   |     |     |                                |
|  |   |     |     |                                |
| Local Authority (i.e.                            | Contractual reasons                       | Yes | Yes | Ongoing, whilst                |
| safeguarding report),<br>Email, Change of School |   |     |     | the pupil is attending school, |
| Linali, Orlange of Ochool                        |   |     |     | and for 6 months               |
|  |   |     |     | following                      |
|  |   |     |     | attendence                     |
|  |   |     |     |                                |
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| Local Authority (i.e. safeguarding report),      | Contractual reasons                       | Yes | Yes | Ongoing, whilst the pupil is   |
| Email, Plumsun                                   |   |     |     | attending school,              |
| (emergency response on                           |   |     |     | and for 6 months               |
| school visits)                                   |   |     |     | following attendence           |
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| Local Authority (i.e. safeguarding report),      | To respond to pupils needs                | Yes | Yes | Ongoing, whilst the pupil is   |
| Email, Plumsun                                   | needs                                     |     |     | attending school,              |
| (emergency response on                           |   |     |     | and for 6 months               |
| school visits)                                   |   |     |     | following attendence           |
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| Local Authority, Plumsun                         | To respond to pupils                      | Yes | Yes | Ongoing, whilst                |
| (emergency response on school visits)            | needs                                     |     |     | the pupil is attending school  |
| Local Authority, Ofsted,                         | Safeguarding,                             | Yes | Yes | Ongoing, whilst                |
| parents, Plumsun<br>(electronic school visit     | contractual arrangements - pupil          |     |     | the pupil is attending school  |
| form)  | attendence at school                      |     |     | -                              |
| Local Authority, Ofsted,                         | Contractual                               | Yes | Yes | Ongoing, whilst                |
| parents  | arrangements - pupil attendence at school |     |     | the pupil is attending school  |
| L  |   |     |     |                                |

| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
|----------------------------|-------------------------|----------|------|---------------------|
| parents                    | arrangements - pupil    | 1.00     |      | the pupil is        |
|                            | attendence at school,   |          |      | attending school    |
|                            | parents                 |          |      | James value of      |
| Local Authority, Ofsted    | Safeguarding,           | Yes      | Yes  | Ongoing, whilst     |
|                            | safeguarding audits,    | 1.00     |      | the pupil is        |
|                            | contractual             |          |      | attending school    |
|                            | arrangements - pupil    |          |      | atterialing concer  |
|                            | attendence at school    |          |      |                     |
| Local Authority, Ofsted,   | Safeguarding,           | Yes      | Yes  | Ongoing, whilst     |
| parents                    | safeguarding audits,    | 1.00     | 1.00 | the pupil is        |
| parents                    | contractual             |          |      | attending school    |
|                            | arrangements - pupil    |          |      | atteriaing serioor  |
|                            | attendence at school    |          |      |                     |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 103      | 103  | the pupil is        |
| paromo                     | arrangomonto            |          |      | attending school    |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 1.03     |      | the pupil is        |
| Paronio                    | Tarrangomonio           |          |      | attending school    |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 1        | 1'65 | the pupil is        |
| Paronio                    | anangomento             |          |      | attending school    |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 163      | 163  | the pupil is        |
| parents                    | arrangements            |          |      | attending school    |
|                            |                         |          |      | attending school    |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 165      | 165  | the pupil is        |
| parents                    | arrangements            |          |      | attending school,   |
|                            |                         |          |      | and for 6 months    |
|                            |                         |          |      | following           |
|                            |                         |          |      | attendence          |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 100      |      | the pupil is        |
|                            | arrangemente            |          |      | attending school    |
| Catering Provider, Ofsted, | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | . 55     |      | the pupil is        |
|                            | January Germania        |          |      | attending school    |
| N/A                        | N/A                     | Yes      | Yes  | Ongoing, whilst     |
|                            |                         |          | 1.55 | the pupil is        |
|                            |                         |          |      | attending school    |
|                            |                         |          |      |                     |
|                            |                         |          |      |                     |
| IT Company                 | Contractual Reasons     | Yes      | Yes  | Ongoing             |
| in Joinpany                | Contractad Neasons      | 1.03     |      |                     |
|                            |                         |          |      |                     |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents                    | arrangements            | 1        | 1.33 | the pupil is        |
|                            | arrangemente            |          |      | attending school    |
|                            |                         | ĺ        |      |                     |
| Local Authority, Ofsted,   | Contractual             | Yes      | Yes  | Ongoing, whilst     |
| parents,                   | arrangements            |          |      | the pupil is        |
| 1 1                        |                         | ĺ        |      | attending school    |
|                            |                         |          |      |                     |
| Local Authority            | To respond to pupils    | Yes      | Yes  | Ongoing, whilst     |
|                            | needs                   |          |      | the pupil is        |
|                            |                         | ĺ        |      | attending school    |
| N/A                        | Check for school visits | Yes      | No   | Only during a visit |
|                            | abroad, examination     |          | '    | 2, aag a viole      |
|                            | board check             | ĺ        |      |                     |
| ļ                          | 1                       | <u>!</u> |      |                     |

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

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

| Yes, photographic company  | Contractual<br>arrangement for<br>providing the photo | Yes | Yes, for medical resasons, publicity and information purposes about | School photo<br>events - 5 years,<br>newsletters - 2<br>years |
|--|---|-----|---|---|
|  |   |     | the school's achievements and records                               |   |
|  |   |     |   |   |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email | Contractual reasons                                   | Yes | Yes   | Ongoing   |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email | Contractual reasons                                   | Yes | Yes   | Ongoing   |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email | Contractual reasons                                   | Yes | Yes   | Ongoing   |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email | Contractual reasons                                   | Yes | Yes   | Ongoing   |
| DBS Website for Update<br>Service  | Check DBS for New<br>Employee                         | Yes | Yes   | 6 Months, the<br>DBS number is<br>kept ongoing                |
| DBS Website for Update<br>Service  | Contractual reasons                                   | Yes | Yes   | Kept as long as<br>the current<br>contract lasts              |
| N/A  | N/A   | Yes | No  | N/A   |
| N/A  | N/A   | Yes | Yes   | Kept as long as<br>the current<br>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.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email,<br>HR Provider |                               | Yes | Yes | Ongoing  |
| N/A  | N/A                           | Yes | Yes | One day  |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email,<br>HR Provider | Contractual reasons           | Yes | Yes | For as long as the contract to volunteer       |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email,<br>HR Provider | Contractual reasons           | Yes | Yes | For as long as the contract to volunteer       |
| DBS Website for Update<br>Service  | Check DBS for New<br>Employee | Yes | Yes | 6 Months, the<br>DBS number is<br>kept ongoing |
| Public (i.e. if included on<br>the website), Other<br>contractors (i.e. Plumsun<br>for edcuational visits,<br>accident reporting), Email,<br>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 |
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| changes of name)         No       4         No       4         No       4         N/A       4         No       4  |                             |   |
| changes of name)         No       4         No       4         No       4         N/A       4         No       4  |                             |   |
| No 4  No 4  No 4  No 4  | No (unless changes of name) | 4 |
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