

## 2. INFORMATION AUDIT

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Dated 19/05/2020

**Reviewed 19-04-22 (GR)** Added InVentry information (GR) 08-11-21  
Added Read Write Inc info and Power Maths Info (GR) 19-04-22  
Added iTrack info (GR) 22-04-22



What personal data is currently held in your school? Where did it come from?

Who is it shared with? Is it accurate? Do you still need to keep it?

If you have information that is inaccurate and needs updating you must also inform anyone you have shared it with.

Suggested sections -

| 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 |
|----------------------|---|---|------------------------------|--|--|--|-----------------|---|--|--|---|
| <b>Specific</b>      |   |   |                              |  |  |  |                 |   |  |  |   |
| 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], iTrack | 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, InVentry | 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   | Public Task                             |

| 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 |
|----------------------|---|--|------------------------------|--|---|--|-----------------|--------------------|------------------------|--|---|
| Name                 | Employee  | Arbor, Staff File, Email, School Website, Course Certificates, Registers, InVentry, Newsletters, Business Continuity Plan, Accident Returns, InVentry, Power Maths [See single central record], iTrack | 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)                            | Public Task                             |
| Contracts            | Employee  | Arbor, Staff File  |                              |  |   |  |                 |                    |                        |  |   |
| Gender               | Employee  | Arbor, 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)                           | Public Task                             |
| D.O.B                | Employee  | Arbor, Staff File, Email   | Both                         | Yes  | Occupational Health, HR Serices   | Contractual Reasons  | Yes             | Yes                | Ongoing                | No   | Public Task                             |
| National Insurance   | Employee  | Arbor, Staff File  | Both                         | Yes  | HR Payroll  | Contractual Reasons  | Yes             | Yes                | Ongoing                | No   | Public Task                             |
| Job application      | Employee  | Staff File, on-line received from potential employee   | Both                         | Yes  | HR Services   | Contractual Reasons  | Yes             | Yes                | 6 months               | No   | Public Task                             |

| 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 |
|----------------------|---|-------------------|------------------------------|--|---|--|-----------------|--------------------|---|--|---|
| 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   | Public Task                             |
| Pension Info         | Employee  | Arbor, Staff File | Both                         | Yes  | HR Payroll  | Contractual Reasons  | Yes             | Yes                | Ongoing   | No   | Public Task                             |
| Bank account         | Employee  | Arbor, Staff File | Both                         | Yes  | HR Payroll  | Contractual Reasons  | Yes             | Yes                | Ongoing (for pay)   | No   | Public Task                             |
| Next of Kin          | Employee  | Arbor, Staff File | Both                         | No   | N/A   | N/A  | Yes             | Yes                | Ongoing (for emergency contact)   | No   | Public Task                             |

| 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 |
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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 |
| <b>Staff</b>  |   |  |                              |  |   |  |                 |                    |  |  |   |
| Appraisal   | Employee  | Staff File   | Physical                     | Yes  | HR Services   | Advice on Employment   | Yes             | Yes                | Two years (for record of consistency)    | No   | Public Task                             |
| Car registration                                      | Employee  | Staff File   | Physical                     | No   | N/A   | N/A  | Yes             | Yes                | Whilst valid business use                |  | Public Task                             |
| Phone no.s  | Employee  | Arbor, Staff File, Email                               | Both                         | Yes  | HR Services   | Contractual Reasons  | Yes             | Yes                | Ongoing                                  | No   | Public Task                             |
| Email address   | Employee  | Arbor, Staff File, IT, iTrack                          | Both                         | Yes  | IT Company  | Contractual Reasons  | Yes             | Yes                | Ongoing                                  | No   | Public Task                             |
| Salary  | Employee  | Arbor, Staff File                                      | Both                         | Yes  | HR Payroll  | Contractual Reasons  | Yes             | Yes                | Ongoing (for pay)                        | No   | Public Task                             |
| 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   | Public Task                             |
| DBS   | Employee  | Staff File, [See single central record] InVentry       | Both                         | Yes  | DBS Website for Update Service                          | Check DBS for New Employee   | Yes             | Yes                | 6 Months, the DBS number is kept ongoing | N/A  | Public Task                             |
| 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  | Public Task                             |
| Passport / ID info.                                   | Employee  | Staff File, [See single central record]                | Physical                     | No   | N/A   | N/A  | Yes             | Yes                | 6 months                                 | No   | Public Task                             |

| 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 |
|------------------------|---|---|------------------------------|--|---|--|-----------------|---|--|--|---|
| 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  | Public Task                             |
| 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  | Public Task                             |
| Copy of qualifications | Employee  | Staff File, [See single central record]   | Physical                     | No   | N/A   | N/A  | Yes             | Yes   | 6 months   | No   | Public Task                             |
| 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   | Public Task                             |
| General Photos         | Employee  | Locations in the school, newsletters, school events, InVentry   | 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   | Public Task                             |
| Medical                | Employee  | Staff File  | Both                         | Yes  | HR Services and Occupational Health                     | Advice on employment   | Yes             | Yes   | Two years (for record of consistency)                | No   | Public Task                             |



| 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 |
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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 |
| <b>Staff</b>                   |   |   |                              |  |   |  |                 |  |  |  |   |
| First aid 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  | Public Task                             |
| Emergency Contact              | Employee  | Arbor, Staff File   | Both                         | No   | N/A   | N/A  | Yes             | Yes  | Ongoing (for emergency contact)                              | No   | Public Task                             |
| Interview notes                | Employee  | Staff File  | Physical                     | Yes  | HR Services   | Contractual Reasons  | Yes             | Yes  | 6 months   | No   | Public Task                             |
| Biometric                      | Employee  |   |                              |  |   |  |                 |  |  |  |   |
| 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   | Public Task                             |
| 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   | Public Task                             |
| Sexual Preference              | Employee  | Anonously collected   | Physical                     | Yes  | HR Services   | Contractual Reasons  | Yes             | Yes  | 6 months   | No   | Public Task                             |

| 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 |
|---------------------------------|---|---|------------------------------|--|---|--|-----------------|--------------------|---|--|---|
| 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   | Public Task                             |
| 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  | Public Task                             |
| 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  | Public Task                             |
| 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  | Public Task                             |

| 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 |
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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 |
| <b>Pupils</b>        |   |  |                              |  |   |  |                 |  |  |  |   |
| Name                 | Parent and pupil  | Arbor, Pupil File, Email, School Website, Pupil Progress, Registers, InVentry, Newsletters, Accident Returns, absense recording line [deleted each day], InVentry, Power Maths, Read Write Inc, iTrack | 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, Photographic company, | Contractual reasons  | Yes             | Yes  | Ongoing  | No (unless changes of name)                            | Public Task                             |
| Photos               | Parent and pupil  | Locations in the school (medical and publicity purposes), newsletters, school events, InVentry   | 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   | Public Task                             |

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

| 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 |
|----------------------|---|---|------------------------------|--|--|--|-----------------|--------------------|--|--|---|
| Medical              | Parent  | Arbor, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence recording line [deleted each day] | Both                         | Yes  | Local Authority (i.e. safeguarding report), 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)                            | Public Task                             |

| 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 |
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| <b>Pupils</b>                          |   |   |                              |  |  |  |                 |                    |  |  |   |
| Allergies                              | Parent  | Arbor, 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)                            | Public Task                             |
| Ethnicity and Religion                 | Parent  | Arbor, 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                           | Public Task                             |
| Behaviour Records and Risk Assessments | Parent  | Arbor, 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  | Public Task                             |
| Teacher reports                        | Parent  | Arbor, Progress Reports, Power Maths  | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools   | Contractual arrangements - pupil attendance at school                  | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |
| Academic achievement                   | Parent  | Arbor, Progress Reports, Power Maths, Read Write Inc  | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools   | Contractual arrangements - pupil attendance at school, parents         | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |

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| Siblings             | Parent  | Arbor  | Both                         | Yes  | Local Authority, Ofsted  | Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |
| Family info          | Parent  | Arbor  | 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  | Public Task                             |
| SATS results         | Parent  | Arbor, Progress Reports, School Intranet   | Both                         | Yes  | Local Authority, Ofsted, parents, secondary school             | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |
| Assessments          | Parent  | Arbor, Progress Reports, School Intranet, Power Maths, iTrack                      | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |
| Tracking data        | Parent  |  |                              | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |
| First aid record     | Parent  | Arbor, Paper located in each classroom, Office, Medical Room                       | Both                         | Yes  | Local Authority, Ofsted, parents                               | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school  | Yes  | Public Task                             |
| Exam certificates    | Parent  | Arbor, Progress Reports, IT Server, School Intranet                                | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | Yes  | Public Task                             |

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|----------------------|---|--|------------------------------|--|--|--|-----------------|--------------------|---|--|---|
| LAC / Court Orders   | Parent  | Arbor, Staff Office, IT Server, Intranet | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school | Yes  | Public Task                             |

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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 |
| <b>Pupils</b>         |   |  |                              |  |  |  |                 |                    |   |  |   |
| Free School meals     | Parent  | Arbor, Staff Office, IT Server, Intranet                 | Both                         | Yes  | Catering Provider, Ofsted, parents                             | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school | Yes  | Public Task                             |
| Emergency Contacts    | Parent  | Arbor, Staff Office, IT Server, Intranet                 | Both                         | Yes  | Secondary & transfer schools                                   | N/A  | Yes             | Yes                | Ongoing, whilst the pupil is attending school | Yes  | Public Task                             |
| Email                 | Parent  | Arbor, Pupil File, IT Server, Intranet                   | Both                         | Yes  | IT Company   | Contractual Reasons  | Yes             | Yes                | Ongoing                                       | No   | Public Task                             |
| Physical Intervention | Parent  | Arbor, Paper located in Staff Room, Office, Medical Room | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school | Yes  | Public Task                             |
| Doctors details       | Parent  | Arbor, Paper located in Staff Room, Office, Medical Room | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | Contractual arrangements   | Yes             | Yes                | Ongoing, whilst the pupil is attending school | Yes  | Public Task                             |
| First language        | Parent  | Arbor, Pupil File  | Both                         | Yes  | Local Authority, Ofsted, parents, secondary & transfer schools | To respond to pupils needs   | Yes             | Yes                | Ongoing, whilst the pupil is attending school | Yes, parents if needs change                           | Public Task                             |
| Birth Certificates    | Parent  | Paper  | Physical                     | No   | Secondary & transfer schools                                   | Check for school visits abroad, examination board check                | Yes             | No                 | Only during a visit                           | No   |   |

| 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 |
|----------------------|---|--|------------------------------|--|--|--|-----------------|--------------------|------------------------|--|---|
| Passport details     | Parent  | Paper (taken on and off site) and Electronic documents | Both                         | Yes  | Plumsun Ltd, Education Centre and other Venues, secondary & transfer schools | Check for school visits abroad, examination board check                | Yes             | No                 | Only during a visit    | No   |   |
| European Health card | Parent  | Paper (taken on and off site) and Electronic documents | Both                         | Yes  | Plumsun Ltd, Education Centre and other Venues                               | Check for school visits abroad   | Yes             | No                 | Only during a visit    | No   |   |

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

| 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 |
|-----------------------|---|--|------------------------------|--|--|--|-----------------|--------------------|--|--|---|
| Phone No.             | Parent  | Arbor, Pupil File, Email                                 | Both                         | Yes  | Local Authority ( <i>i.e. safeguarding report</i> ), Service providers [school meals, Payment Arrangements]Email, secondary & transfer schools   | Contractual reasons  | Yes             | Yes                | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No   | Public Task                             |
| Call History          | Parent  | Absence recording line [deleted each day]                | Both                         | Yes  | No   | N/A  | Yes             | Yes                | One day  | No   | Public Task                             |
| Letters               | Parent  | Arbor, Pupil File, Email                                 | Both                         | Yes  | Local Authority ( <i>i.e. safeguarding report</i> ), Service providers [school meals, Payment Arrangements], Email, secondary & transfer schools | Contractual reasons  | Yes             | Yes                | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No   | Public Task                             |
| Matrital status       | Parent  | Arbor, 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   | Public Task                             |
| Relationship to pupil | Parent  | Arbor, Pupil File, Email, safeguarding reports, InVentry | Both                         | Yes  | Local Authority ( <i>i.e. safeguarding report</i> ), Email, secondary & transfer schools   | Contractual reasons  | Yes             | Yes                | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No   | Public Task                             |

| 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 |
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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 |
| <b>Governors</b>         |   |   |                              |  |  |  |                 |                    |  |  |   |
| Name                     | Governor  | Arbor, Governor File, Email, School Website, Course Certificates, Registers, InVentry, Newsletters, Business Continuity Plan, [See single central record] | Both                         | Yes  | 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  | No (unless changes of name)                            | Public Task                             |
| DBS                      | Governor  | Governor File, [See single central record], InVentry  | Both                         | Yes  | DBS Website for Update Service   | Check DBS for New Employee   | Yes             | Yes                | 6 Months, the DBS number is kept ongoing               | N/A  | Public Task                             |
| Gender                   | Governor  | Arbor, Governor File, Email, safeguarding reports   | Both                         | Yes  | Local Authority ( <i>i.e. safeguarding report</i> ), Email   | Contractual reasons  | Yes             | Yes                | Ongoing, whilst the person is a Governor at the school | No   | Public Task                             |
| Personal Contact details | Governor  | Arbor, Governor File, Email, safeguarding reports   | Both                         | Yes  | Local Authority ( <i>i.e. safeguarding report</i> ), Email   | Contractual reasons  | Yes             | Yes                | Ongoing, whilst the person is a Governor at the school |  |   |
| Email                    | Governor  | Arbor, Pupil File, IT Server, Intranet  | Both                         | Yes  | IT Company   | Contractual Reasons  | Yes             | Yes                | Ongoing  | No   | Public Task                             |

| 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 |
|---|---|----------------------|------------------------------|--|---|--|-----------------|--------------------|--|--|---|
| Address                                     | Governor  | Arbor, Governor File | Both                         | Yes  | Local Authority   | Contractual reasons  | Yes             | Yes                | Ongoing, whilst the person is a Governor at the school |  |   |
| Telephone No.s                              | Governor  | Arbor, 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  | Arbor, Governor File | Both                         | Yes  | N/A   | N/A  | Yes             | Yes                | Ongoing, whilst the person is a Governor at the school |  |   |

| 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 |
|------------------------|---|---|------------------------------|--|---|--|-----------------|--------------------|--|--|---|
| 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 |
| <b>Governors</b>       |   |   |                              |  |   |  |                 |                    |  |  |   |
| Profile                | Governor  | Arbor, Governor File. School Website, Business Continuity Plan, [See single central 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  | Arbor, Governor File. School Website  | Both                         | Yes  | N/A   | N/A  | Yes             | Yes                | Ongoing, whilst the person is a Governor at the school       |  |   |
| Section 128 check      | Governor  | Arbor, Governor File, [See single central record]   | Both                         | Yes  | N/A   | N/A  | Yes             | Yes                | 6 Months, the record that the check was undertaken is stored |  |   |

| 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 |
|----------------------|---|--|------------------------------|--|---|--|-----------------|--|--|--|---|
| Photos               | Governor  | Locations in the school (publicity purposes), newsletters, school events, InVentry | 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   | Public Task                             |

| 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 |
|----------------------|---|---|------------------------------|--|--|--|-----------------|--------------------|--|--|---|
| 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 |
| <b>Contractors</b>   |   |   |                              |  |  |  |                 |                    |  |  |   |
| Name                 | Contractor  | Arbor, Email, School Website, Contracts, Inventory, 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)                            | Public Task                             |
| Address              | Contractor  | Arbor, 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)                            | Public Task                             |
| Gender               | Contractor  | Arbor, 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)                            | Public Task                             |
| Mobile phone         | Contractor  | Arbor, 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)                            | Public Task                             |
| DBS                  | Contractor  | Contractual records, [See single central record], InVentry  | Both                         | Yes  | DBS Website for Update Service   | Check DBS for New Employee   | Yes             | Yes                | 6 Months, the DBS number is kept ongoing | N/A  | Public Task                             |



| 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 |
|----------------------|---|--|------------------------------|--|---|--|-----------------|--------------------|--|--|---|
| 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 |
| <b>Volunteers</b>    |   |  |                              |  |   |  |                 |                    |  |  |   |
| Name                 | Individual  | Arbor, Email, School Website, Contracts, InVentry, 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, HR Provider | Contractual reasons  | Yes             | Yes                | Ongoing                                  | No (unless changes of name)                            | Public Task                             |
| Photo ID             | Individual  | InVentry   |                              |  |   |  |                 |                    |  |  |   |
| Gender               | Individual  | Arbor, Email, School Website, Contracts, [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   | Public Task                             |
| Contact details      | Individual  | Arbor, Email, Contracts, IT Server, School Intranet, InVentry (email)                                    | 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   | Public Task                             |
| DBS                  | Individual  | Contractual records, [See single central record], InVentry (if regular)                                  | Both                         | Yes  | DBS Website for Update Service  | Check DBS for New Employee   | Yes             | Yes                | 6 Months, the DBS number is kept ongoing | N/A  | Public Task                             |

