

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	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 Services	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
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

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Staff											
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, SchoolGrid, Dolce	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
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 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

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Staff											
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	Anonomously collected	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public Task
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

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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

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Pupils											
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, SchoolGrid, Dolce, Developing Experts, Handsam, Provision Map by TES	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, 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, Provision Map by TES	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical resason s, publicity and informati on purpose s about the school's achieve ments and records	School photo events - 5 years, newsletters - 2 years	No	Public Task
Gender	Parent	Arbor, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, Developing Experts, Handsam	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

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Parents names	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], iTrack, SchoolGrid, Dolce, Handsam	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Date of Birth	Parent	Arbor, Pupil file, safeguarding reports, iTrack, SchoolGrid, Dolce, Developing Experts, Provision Map by TES	Both	Yes	SchoolGrid, Dolce, Developing Experts, Provision Map by TES, Arbor	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Year Group	Parent	Arbor, Pupil file, safeguarding reports, iTrack, SchoolGrid, Dolce, Developing Experts, Provision Map by TES, Handsam									
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>i.e. safeguarding report</i>), Email, Change of School	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task

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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), absense recording line [deleted each day]	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Plumsun (emergency response on school visits)	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task

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Pupils											
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>i.e. safeguarding report</i>), Email, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	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
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

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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	Arbor, Progress Reports, School Intranet, iTrack	Both	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
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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Pupils											
Free School meals	Parent	Arbor, Staff Office, IT Server, Intranet, SchoolGrid, Dolce	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, Handsam, SchoolGrid, Dolce	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	
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	

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Parental											
Name	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], In Ventry, Handsam, SchoolGrid, Docle	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
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	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	Public Task

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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, Handsam	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

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Governors											
Name	Governor	Arbor, Governor File, Email, School Website, Course Certificates, Registers, InVentry, Newsletters, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	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.e. safeguarding report), 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.e. safeguarding report), 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
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		

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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		

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Governors											
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		
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
Contractors											
Name	Contractor	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	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
Organisation	Contractor	Contractual records, [See single central record], InVentry	Both	Yes	DBS Website for Update Service	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	Public Task
Biometric	Contractor										
Photos	Contractor	InVentry									
VAT Info	Contractor	Contractual records,	Both	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	Public Task

