2. INFORMATION AUDIT

Copyright of Plumsun Ltd, to be shared with Schools contracted to Plumsun Ltd GDPR Service only Dated 19/05/2020

Reviewed 19-04-22 (GR)

Added InVentry
informationAdded Read Write Inc
info and Power MathsAdded iTrack Added: SchoolGrid, Dolce, Developing
info (GR) 22- Experts, Handsam, Provision Map by
04-22(GR) 08-11-21Info (GR) 19-04-2204-22TES (GR) 14-10-22

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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	organisations or people (i.e. parents)	Why is it kept? Why is it shared with the organisation or individuals?	Accurate?	Should it be kept?	If kept, how long for?	Does anyone need informing that it has been corrected?	Legal basis for holding the information
Specific											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic			Contractual Reasons	Yes	Yes	6 Months, unless for reasons stated in other rows		
Photos	Contractor,	Locations in the school, newsletters, school events,InVentry, Provision Map by TES	Both	No (unless taken	Yes, photographic company	Contractual arrangement for providing the photo	Yes	informati on	photo events - 5		Public Task
Name		Arbor, Staff File, Email, School Website, Course Certificates, Registers, InVentry, Newsletters, Business Continuity Plan, Accident Returns, InVentry, Power Maths [See single central record], iTrack, SchoolGrid, Dolce, Developing Experts, Handsam, Provision Map by TES			Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), HR Provider (<i>name the</i> <i>provider</i>), Occupational Health (name provider), Contractors (<i>i.e.</i> <i>Plumsun, training</i> <i>providers</i>), Local Authority (<i>i.e.</i> <i>safeguarding</i> <i>report</i>), Email	Contractual reasons	Yes	Yes		No (unless changes of name)	Public Task
Contracts	Employee	Arbor, Staff File									



Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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		Arbor, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), HR Provider (<i>name the</i> <i>provider</i>), Occupational Health (name provider), Contractors (<i>i.e.</i> <i>Plumsun, training</i> <i>providers</i>), Local Authority (<i>i.e.</i> <i>safeguarding</i> <i>report</i>), Email	reasons	Yes	Yes		No (unless changes of title)	Public Task
D.O.B	Employee	Arbor, Staff File, Email	Both		Occupational Health, HR Serices		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		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		Yes	Yes	Ongoing (for pay)	No	Public Task
Next of Kin	Employee	Arbor, Staff File	Both	No	N/A	N/A	Yes	Yes		No	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Staff											
	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for record of consistanc		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	Yes	Yes		No	Public Task
Email address	Employee	Arbor, Staff File, IT, iTrack, SchoolGrid, Dolce	Both	Yes	IT Company	Reasons Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Salary	Employee	Arbor, Staff File	Both	Yes	HR Payroll	Contractual	Yes	Yes	Ongoing	No	Public Task
Sick absence / other absence		Staff File [also see staff appraisal]	Physical	Yes	HR Services and Occupational Health	Reasons Advice on Employment	Yes	Yes	(for pay) Two years (for record of consistanc		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		Staff File, Staff Room walls and other locations in schools needed forand 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, untill the training is no longer valid	Yes	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
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, InVentry (signing in and out)	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		Yes, photographic company	Contractual arrangement for providing the photo	Yes	informati on	School photo events - 5		Public Task
Medical	Employee	Staff File	Both		HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of consistanc y)		Public Task
Sickness / absence		Staff File, InVentry (signing in and out)	Both		HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of consistanc y)		Public Task
Disciplinary	Employee	Staff File	Both		HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of consistanc y)		Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Staff											
First aid record	Employee	Staff File, Staff Room walls and other locations in schools needed forand emergency response such as first aid, fire), [See single sentral record]	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes		Ongoing, untill 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 emergenc y contact)	No	Public Task
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public Task
	Employee Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	No - used to check legally correct change of status/n ame	Less than 6 months	No	Public Task
Disabilities	Employee	Staff File	Both		HR Services and occupational health	Contractual Reasons	Yes	Yes	6 months or if an ongoing requireme nt for emergenc y response	No	Public Task
Sexual Preference	Employee	Anonomously collected	Physical	Yes	HR Services	Contractual Reasons	Yes		•	No	Public Task
Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes		6 months (unless the member of staff is in agreement to keep it longer		Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Teacher status checK	Employee	Staff File, [See single central record]	Yes		DBS Website for Update Service	Check DBS for New Employee	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		6 Months, the record that the check was undertake n is stored		Public Task
Disqualification by Association	Employee	Staff File, [See single central record]	Both		DBS Website for Update Service	Check DBS for New Employee	Yes		6 Months, the record that the check was undertake n is stored		Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
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		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Contractors (<i>i.e.</i> <i>Plumsun,</i> <i>educational visit</i> <i>sign off</i>), Local Authority (<i>i.e.</i> <i>safeguarding</i> <i>report</i>), Email, Photographic company,	Contractual reasons	Yes	Yes		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		No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	medical resason s, publicity	photo events - 5 years, newsletter s - 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		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Contractors (<i>i.e.</i> <i>Plumsun,</i> <i>educational visit</i> <i>sign off</i>), Local Authority (<i>i.e.</i> <i>safeguarding</i> <i>report</i>), Email	Contractual reasons	Yes	Yes		No (unless changes of name)	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
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.</i> safeguarding report), Email	Contractual reasons	Yes	Yes	whilst the	No (unless changes of name)	Public Task
Date of Birth		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		No (unless changes of name)	Public Task
Year Group		Arbor, Pupil file, safeguarding reports, iTrack, SchoolGrid, Dolce, Developing Experts, Provision Map by TES, Handsam									
Address		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	whilst the	No (unless changes of name)	Public Task
SEN		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.</i> safeguarding report), Email, Change of School	Contractual reasons	Yes	Yes	whilst the	No (unless changes of name)	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople 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?	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		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		Local Authority (<i>i.e.</i> safeguarding report), Email, Plumsun (emergency response on school visits)	reasons	Yes	Yes	whilst the	No (unless changes of name)	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
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		Local Authority (<i>i.e.</i> safeguarding report), Email, Plumsun (emergency response on school visits)	pupils needs	Yes		0 0	No (unless changes of name)	Public Task
Ethnicity and Religion	Parent	Arbor, Pupil File	Both		Local Authority, Plumsun (emergency response on school	pupils needs	Yes		whilst the pupil is attending	Yes, parents if needs change	
Behaviour Records and Risk Assessments	Parent	Arbor, Progress Reports	Both		visits) Local Authority, Ofsted, parents, Plumsun (electronic school visit form)	pupil attendence at	Yes	Yes	school Ongoing, whilst the pupil is attending school	Yes	Public Task
Teacher reports	Parent	Arbor, Progress Reports, Power Maths	Both		Local Authority, Ofsted, parents, secondary & transfer schools	school Contractual arrangements - pupil attendence 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		Local Authority, Ofsted, parents, secondary & transfer schools	Contractual arrangements - pupil attendence at school, parents	Yes	Yes		Yes	Public Task
Siblings	Parent	Arbor	Both	Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	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/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Family info	Parent	Arbor	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendence 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		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 attendenc e	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



Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Pupils										<u> </u>	
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		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	
Birth Certificates	Parent	Paper	Physical		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		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		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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	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
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		Local Authority (<i>i.e.</i> safeguarding report), Email, secondary & transfer schools	Contractual reasons	Yes		0 0	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		Local Authority (<i>i.e.</i> safeguarding report), Email, secondary & transfer schools	Contractual reasons	Yes		Ongoing, whilst the pupil is attending school, and for 6 months following attendenc e	No	Public Task
Gender	Parent	Arbor, Pupil File, Email, safeguarding reports,	Both		Local Authority (<i>i.e.</i> safeguarding report), Email	Contractual reasons	Yes		Ongoing, whilst the pupil is attending school, and for 6 months following attendenc e	No	Public Task
Phone No.	Parent	Arbor, Pupil File, Email	Both		Local Authority (<i>i.e.</i> safeguarding report), Service providers [school meals, Payment Arrangements]Emai I, secondary & transfer schools	Contractual reasons	Yes		Ongoing, whilst the pupil is attending school, and for 6 months following attendenc e	No	Public Task
Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Letters	Parent	Arbor, Pupil File, Email	Both	Yes	Local Authority (<i>i.e.</i> safeguarding report), Service providers [school meals, Payment Arrangements], Email, secondary & transfer schools	reasons	Yes		Ongoing, whilst the pupil is attending school, and for 6 months following attendenc e	No	Public Task
Matrital status		Arbor, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e.</i> <i>safeguarding</i> <i>report</i>), Email	Contractual reasons	Yes		Ongoing, whilst the pupil is attending school, and for 6 months following attendenc e	No	Public Task
Relationship to pupil	Parent	Arbor, Pupil File, Email, safeguarding reports, InVentry, Handsam	Both	Yes	Local Authority (i.e. safeguarding report), Email, secondary & transfer schools	Contractual reasons	Yes		Ongoing, whilst the pupil is attending school, and for 6 months following attendenc e	No	Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)			Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)			Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Governors											
Name	Governor	Arbor, Governor File, Email, School Website, Course Certificates, Registers,InVentry, Newsletters, Business Continuity Plan, [See single sentral record]	Both	Yes	Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), HR Provider (<i>name the</i> <i>provider</i>), Contractors (<i>i.e.</i> <i>Plumsun, training</i> <i>providers</i>), Local Authority (<i>i.e.</i> <i>safeguarding</i> <i>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		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.</i> safeguarding report), Email	Contractual reasons	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.</i> 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		No	Public Task
Address	Governor	Arbor, Governor File	Both	Yes	Local Authority	Contractual reasons	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		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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	organisations or people (i.e. parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Conflict of interest / Register of interest	Governor	Arbor, Governor File	Both	Yes	N/A	N/A	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	Accurate?		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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Governors											
Profile		Arbor, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet	Both	Yes	N/A	N/A	Yes		Ongoing, whilst the person is a Governor at the school		
Attendence at meetings		Arbor, Governor File. School Website	Both	Yes	N/A	N/A	Yes		Ongoing, whilst the person is a Governor at the school		
Section 128 check		Arbor, Governor File, [See single sentral record]	Both	Yes	N/A	N/A	Yes		6 Months, the record that the check was untertaken is stored		
Photos		Locations in the school (publicity purposes), newsletters, school events, InVentry	Both		Yes, photographic company	Contractual arrangement for providing the photo	Yes	s, publicity	photo events - 5 years, newsletter s - 2 years		Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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 sentral record]	Both	Yes	Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), 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 sentral record]	Both	Yes	Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), 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 sentral record]	Both	Yes	Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), Email	Contractual reasons	Yes	Yes		No (unless changes of name)	Public Task
Mobile phone	Contractor	Arbor, Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both	Yes	Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), 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		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		Kept as long as the current contract lasts		Public Task
Biometric	Contractor										
Photos VAT Info	Contractor Contractor	InVentry Contractual records,	Both	No	N/A	N/A	Yes		Kept as long as the current contract lasts		Public Task

Personal Information	Who needs to be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	parents)	Why is it kept? Why is it shared with the organisation or individuals?	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
Visitors											
Name	Visitor	School Register, InVentry	Physical	No	N/A	N/A	Yes	Yes	Until the visit	No	Public Task
Car reg	Visitor	School Register, InVentry	Physical	No	N/A	N/A	Yes	Yes	Until the visit	No	Public Task
Gender	Visitor	School Register	Physical	No	N/A	N/A	Yes	Yes	Until the visit	No	Public Task
Organisation	Visitor	School Register, InVentry	Physical	No	N/A	N/A	Yes	Yes	Until the visit	No	Public Task
DBS	Visitor	InVentry (if regular)									
E-mails	Visitor	InVentry									
Photo	Visitor	InVentry									

	be informed that it is being held? (parent's, staff)		Physical, electronic or both	Does it move between your school and other organisations/pe ople outside the school	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?		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/pe ople outside the school	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
Volunteers						1					
Name		Arbor, Email, School Website, Contracts, InVentry, Business Continuity Plan, [See single sentral record]	Both		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), Email, HR Provider	reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Photo ID Gender	Individual Individual	InVentry Arbor, Email, School Website, Contracts, [See single sentral record]	Both		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), 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		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), Email, HR Provider	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Public Task
DBS		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
Next of kin	Individual	Arbor, Email, Contracts, IT Server, School Intranet	Both		Public (<i>i.e. if</i> <i>included on the</i> <i>website</i>), Other contractors (<i>i.e.</i> <i>Plumsun for</i> <i>edcuational visits,</i> <i>accident reporting</i>), Email, HR Provider		Yes	Yes	For as long as the contract to volunteer	No	Public Task
	1				1			1	1		