

2. INFORMATION AUDIT

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Dated My 2023

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)
Specific					

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],
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school website, school events, Twitter, Facebook posts	Both	Yes	Yes, photographic company, website, Facebook, Twitter

Staff

Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), HR Provider (<i>Sarah Charles</i>), Occupational Health (Medigold), Contractors (<i>i.e. Plumsun, training providers etc.</i>), Local Authority (<i>i.e. safeguarding report</i>), Email
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Contracts	Employee	SIMS, Staff File	Both	No	
Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public (i.e. if included on the website), HR Provider (Strictly Education), Occupational Health (Medigold), Contractors (i.e. Plumsun, training providers etc.), Local Authority (i.e. safeguarding report), Email
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Serices
National Insurance	Employee	SIMS, Staff File	Both	Yes	HR Payroll
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services
References	Employee	Staff File	No	No	N/A
Pension Info	Employee	SIMS, Staff File	Both	Yes	HR Payroll
Bank account	Employee	SIMS, Staff File	Both	Yes	HR Payroll

Next of Kin	Employee	SIMS, Staff File	Both	No	N/A
Appraisal	Employee	Staff File	Physical	Yes	HR Services
Car registration	Employee	Staff File	Physical	No	N/A
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes	HR Services
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company, Microsoft 365
Salary	Employee	SIMS, Staff File	Both	Yes	HR Payroll
Sick absence / other absence	Employee	Staff File [also see staff appraisal]	Physical	Yes	HR Services and Occupational Health
DBS	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service
On-site and off-site visits - risk assessments	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	Evolve, Education Centre and other Venues
Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No	N/A
Single Central Record	Employee	Single Central Record [information collected is included on this form]	Both	No	No

Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for an emergency response (such as first aid, fire), [See single central record]	Both	No	N/A
Copy of qualifications	Employee	Staff File, [See single central record]	Physical	No	N/A
Photos for ID	Employee	Staff File	Both	Yes - Tempest Photography	Yes, photographic company
General Photos	Employee	Locations in the school, school website, newsletters, school events, social media	Both	No (unless taken by an external company)	Yes, photographic company
Medical	Employee	Staff File	Both	Yes	HR Services and Occupational Health
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and Occupational Health

Disciplinary	Employee	Staff File	Both	Yes	HR Services and Occupational Health
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
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A
Interview notes	Employee	Staff File	Physical	Yes	HR Services
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical	No	N/A
Disabilities	Employee	Staff File	Both	Yes	HR Services and occupational health
Sexual Preference	Employee	Anonomously collected	Physical	Yes	HR Services

Previous work Experience	Employee	Staff File	Physical	No	N/A
Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes	DBS Website for Update Service
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes	
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service
Pupils					

Name	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absence recording line [deleted each day]	Both	Yes	Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Evolve educational visit sign off</i>), Local Authority (<i>i.e. safeguarding report</i>), Email
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school website, school events, social media	Both	No (unless taken by an external company)	Yes, photographic company
Gender	Parent	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns	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

Parents' names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email
Address	Parent	SIMS, 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
SEN	Parent	SIMS, 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

Medical	Parent	SIMS, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], photos of chidlren with specific needs	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Plumsun (emergency response on school visits)
Allergies	Parent	SIMS, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Evolve (emergency response on school visits)

Ethnicity and Religion	Parent	SIMS, Pupil File	Both	Yes	Local Authority, Evolve (emergency response on school visits)
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, Evolve (electronic school visit form)
Teacher reports	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents
Academic achievement	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents
Siblings	Parent	SIMS	Both	Yes	Local Authority, Ofsted
Family info	Parent	SIMS	Both	Yes	Local Authority, Ofsted, parents
SATS results	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents
Assessments	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents

Tracking data	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents
MyConcern (online safeguarding tool)	Parent	SIMS via direct upload link	Electronic	Yes	Schools that children move onto.
First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	Both	Yes	Local Authority, Ofsted, parents
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	Local Authority, Ofsted, parents
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	Catering Provider, Ofsted, parents
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	N/A
Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company

Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents,
First language	Parent	SIMS, Pupil File	Both	Yes	Local Authority
Birth Certificates	Parent	Paper	Physical	No	N/A
Passport details	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes	Evolve, Education Centre and other Venues
European Health card	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes	Evolve, Education Centre and other Venues

Parental

Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email
Address	Parent	SIMS, 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
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email

Phone No.	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Service providers [school meals, Payment Arrangements]Email,
Letters	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Service providers [school meals, Payment Arrangements], Email,
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Email
Relationship to pupil	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Email
Governors					

Name	Governor	SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single sentral 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
DBS	Governor	Governor File, [See single central record]	Both	Yes	DBS Website for Update Service
Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email
Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email
Email	Governor	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company
Address	Governor	SIMS, Governor File	Both	Yes	Local Authority

Telephone No.s	Governor	SIMS, Governor File	Both	Yes	N/A
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both	Yes	N/A
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet	Both	Yes	N/A
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both	Yes	N/A
Section 128 check	Governor	SIMS, Governor File, [See single sentral record]	Both	Yes	N/A

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

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email

Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email
Mobile phone	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email
DBS	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service
Organisation	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service
Photos	Contractor	[electronic signing in system]	Electronic	No	N/A
VAT Info	Contractor	Contractual records, [See single central record]	Electronic	No	N/A
Visitors					
Name	Visitor	Visitor sign in book, School Register	Physical	No	N/A

Car reg	Visitor	Visitor sign in book, School Register	Physical	No	N/A
Gender	Visitor	Visitor sign in book, School Register	Physical	No	N/A
Organisation	Visitor	Visitor sign in book, School Register	Physical	No	N/A
DBS	Visitor	Visitor sign in book, School Register	Physical	No	N/A
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company

Volunteers

Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider
Photo ID	Individual	Visitor sign in book, School Register	Physical	No	N/A
Gender	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', [See single central record]	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider

Contact details	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider
DBS	Individual	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service
Next of kin	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider
Other					
School Website & Blog:	Parents/Staff	School website	Electronic	Yes	Both point to each other.
School telephone cloud exchange	Staff	SIMS	Electronic	Yes	Schools Broadband/Talk Straight host the cloud exchange.
Redstore is an online secure backup facility:	Governor	SIMS, FMS, Admin Server.	Electronic	Yes	Redstore Backup Servers. www.redstore.com

SEN Folders, Behaviour Files, Reports on pupil behaviour	Staff, Students, Parents	Class teachers	Both	No	N/A
Planning documents/files	Staff, Students, Parents	Class teachers	Both	No	N/A

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

Contractual Reasons	Yes	Yes	6 Months, unless for reasons stated in other rows	No	Public Task
Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 3 years, newsletters - 2 years	No	Public Task
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Contractual

Contractual reasons	Yes	Yes	Ongoing	Yes - the employee	Contractual
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Contractual
Contractual Reasons	Yes	Yes	Ongoing	No	Contractual
Contractual Reasons	Yes	Yes	Ongoing	No	Contractual
Contractual Reasons	Yes	Yes	6 months	No	Contractual
N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Contractual
Contractual Reasons	Yes	Yes	Ongoing	No	Contractual
Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Contractual

N/A	Yes	Yes	Ongoing (for emergency contact)	No	Contractual
Advice on Employment	Yes	Yes	Two years (for	No	Contractual
N/A	Yes	Yes	Whilst valid		Contractual
Contractual Reasons	Yes	Yes	Ongoing	No	Contractual
Contractual Reasons	Yes	Yes	Ongoing	No	Contractual
Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Contractual
Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	Contractual
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Contractual
To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing	Evolve	Contractual
N/A	Yes	Yes	6 months	No	Contractual
Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	Contractual

Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, until the training is no longer valid	Yes	Contractual
N/A	Yes	Yes	6 months	No	Contractual
Contractual arrangement for providing the photo	Yes	Yes	Ongoing (i.e. used on staff badges)	No	Contractual
Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 3 years, newsletters - 2 years	No	Contractual
Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Contractual
Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Contractual

Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Contractual
Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, until the training is no longer valid	Yes	Contractual
N/A	Yes	Yes	Ongoing (for emergency contact)	No	Contractual
Contractual Reasons	Yes	Yes	6 months	No	Contractual
N/A	Yes	No - used to check legally correct change of status/name	Less than 6 months	No	Contractual
Contractual Reasons	Yes	Yes	6 months or if an ongoing requirement for emergency response	No	Contractual
Contractual Reasons	Yes	Yes	6 months	No	Contractual

N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Contractual
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Contractual
	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Contractual
Check DBS for New Employee	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Contractual

Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
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
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task

Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task

Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
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

To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public Task
Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements - pupil attendance at school, parents	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task

Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Safeguarding reasons.	Yes	Yes	Ongoing, whilst the pupil is attending school	No	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual Reasons	Yes	Yes	Ongoing	No	Public Task

Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public Task
Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	Public Task
Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	Public Task
Check for school visits abroad	Yes	No	Only during a visit	No	Public Task

Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task

Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task

Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task

N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task
N/A	Yes	Yes	6 Months, the record that the check was undertaken is stored		Public Task

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
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Contractual
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Contractual

Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Contractual
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Contractual
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	Contractual
N/A	Yes	No	N/A	No	Public Task
N/A	Yes	Yes	Kept as long as the current contract lasts	No	Public Task
N/A	Yes	Yes	One day	No	Public Task

N/A	Yes	Yes	One day	No	Public Task
N/A	Yes	Yes	One day	No	Public Task
N/A	Yes	Yes	One day	No	Public Task
N/A	Yes	Yes	One day	No	Public Task
Reasons for arranging a visit	Yes	No	Until the visit	No	Public Task
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Contractual
N/A	Yes	Yes	One day	No	public task
Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Contractual

Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Contractual
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	public task
Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Contractual
N/A	Yes				public task
Contractual reasons	Yes	Yes			public task
Offsite Backup. The data is NOT shared, encrypted when off Site.	Yes	Yes	Incremental auto backup.	No	Legaly Required to keep offsite backups.

To support pupils with meeting their short-term individual targets.	Yes	Yes	While student attends school	Parent	public task
To ensure that teachers target all children within their teaching.	Yes	No			public task