

2. INFORMATION AUDIT

Copyright of Plumsun Ltd, to be shared with Schools contracted to Plumsun Ltd GDPR 5
 Dated 223rd May 2018

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 anyo
 Suggested sections -

Personal Information	Who needs to be informed that it is being held? (parent's, staff)	Sources	Physical, electronic or both
Specific			
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school website, school events, Twitter, Facebook posts	Both
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
Contracts	Employee	SIMS, Staff File	Both
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
D.O.B	Employee	SIMS, Staff File, Email	Both
National Insurance	Employee	SIMS, Staff File	Both
Job application	Employee	Staff File, on-line received from potential employee	Both
References	Employee	Staff File	No
Pension Info	Employee	SIMS, Staff File	Both
Bank account	Employee	SIMS, Staff File	Both
Next of Kin	Employee	SIMS, Staff File	Both
Appraisal	Employee	Staff File	Physical

Car registration	Employee	Staff File	Physical
Phone no.s	Employee	SIMS, Staff File, Email	Both
Email address	Employee	SIMS, Staff File, IT	Both
Salary	Employee	SIMS, Staff File	Both
Sick absence / other absence	Employee	Staff File [also see staff appraisal]	Physical
DBS	Employee	Staff File, [See single central record]	Both
On-site and off-site visits - risk assessments	Employee	Paper (taken on and off site) and Electronic documents	Both
Passport / ID info.	Employee	Staff File, [See single central record]	Physical
Single Central Record	Employee	Single Central Record [information collected is included on this form]	Both
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
Copy of qualifications	Employee	Staff File, [See single central record]	Physical
Photos for ID	Employee	Staff File	Both

General Photos	Employee	Locations in the school, school website, newsletters, school events, social media	Both
Medical	Employee	Staff File	Both
Sickness / absence	Employee	Staff File	Both
Disciplinary	Employee	Staff File	Both
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
Emergency Contact	Employee	SIMS, Staff File	Both
Interview notes	Employee	Staff File	Physical
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical
Disabilities	Employee	Staff File	Both
Sexual Preference	Employee	Anonomously collected	Physical

Previous work Experience	Employee	Staff File	Physical
Teacher status check	Employee	Staff File, [See single central record]	Yes
Section 128 check	Employee	Staff File, [See single central record]	Both
Disqualification by Association	Employee	Staff File, [See single central record]	Both

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
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school website, school events, social media	Both

Gender	Parent	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns	Both
Parents' names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both
SEN	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both

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
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
Ethnicity and Religion	Parent	SIMS, Pupil File	Both
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both
Teacher reports	Parent	SIMS, Progress Reports	Both
Academic achievement	Parent	SIMS, Progress Reports	Both

Siblings	Parent	SIMS	Both
Family info	Parent	SIMS	Both
SATS results	Parent	SIMS, Progress Reports, School Intranet	Both
Assessments	Parent	SIMS, Progress Reports, School Intranet	Both
Tracking data	Parent	SIMS, Progress Reports, School Intranet	Both
MyConcern (online safeguarding tool)	Parent	SIMS via direct upload link	Electronic
First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	Both
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet	Both
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet	Both
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both
Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both

Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both
First language	Parent	SIMS, Pupil File	Both
Birth Certificates	Parent	Paper	Physical
Passport details	Parent	Paper (taken on and off site) and Electronic documents	Both
European Health card	Parent	Paper (taken on and off site) and Electronic documents	Both

Parental

Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both

Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	Both
Phone No.	Parent	SIMS, Pupil File, Email	Both
Letters	Parent	SIMS, Pupil File, Email	Both
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports	Both
Relationship to pupil	Parent	SIMS, Pupil File, Email, safeguarding reports	Both
Governors			
Name	Governor	SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single sentral record]	Both

DBS	Governor	Governor File, [See single central record]	Both
Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both
Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both
Email	Governor	SIMS, Pupil File, IT Server, Intranet	Both
Address	Governor	SIMS, Governor File	Both
Telephone No.s	Governor	SIMS, Governor File	Both
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single central record], IT Server, School Intranet	Both
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both
Section 128 check	Governor	SIMS, Governor File, [See single central record]	Both

Photos	Governor	Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system]	Both
--------	----------	--	------

Contractors

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both
Mobile phone	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both
DBS	Contractor	Contractual records, [See single central record]	Both
Organisation	Contractor	Contractual records, [See single central record]	Both

Photos	Contractor	[electronic signing in system]	Electronic
VAT Info	Contractor	Contractual records, [See single central record]	Electronic

Visitors

Name	Visitor	Visitor sign in book, School Register	Physical
Car reg	Visitor	Visitor sign in book, School Register	Physical
Gender	Visitor	Visitor sign in book, School Register	Physical
Organisation	Visitor	Visitor sign in book, School Register	Physical
DBS	Visitor	Visitor sign in book, School Register	Physical
E-mails	Visitor	IT Server, Intranet	Both

Volunteers

Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both
Photo ID	Individual	Visitor sign in book, School Register	Physical
Gender	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', [See single central record]	Both
Contact details	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both

DBS	Individual	Contractual records, [See single central record]	Both
Next of kin	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both
Other			
School Website & Blog:	Parents/Staff	School website	Electronic
School telephone cloud exchange	Staff	SIMS	Electronic
Redstore is an online secure backup facility:	Governor	SIMS, FMS, Admin Server.	Electronic
SEN Folders, Behaviour Files, Reports on pupil behaviour	Staff, Students, Parents	Class teachers	Both
Planning documents/files	Staff, Students, Parents	Class teachers	Both

Service only

me you have shared it with.

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?
Yes	Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements], [See other rows that include Email],	Contractual Reasons	Yes
Yes	Yes, photographic company, website, Facebook, Twitter	Contractual arrangement for providing the photo	Yes

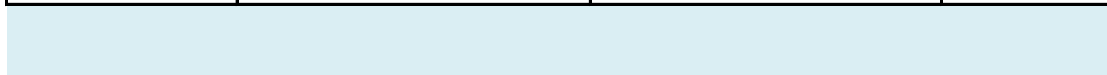


Yes	Public (<i>i.e. if included on the website</i>), HR Provider (<i>Sarah Charles</i>), Occupational Health (Medigold), Contractors (<i>i.e. Plumsun, training providers etc.</i>), Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
No		Contractual reasons	Yes
Yes	Public (<i>i.e. if included on the website</i>), HR Provider (Strictly Education), Occupational Health (Medigold), Contractors (<i>i.e. Plumsun, training providers etc.</i>), Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Occupational Health, HR Serices	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Services	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Services	Advice on Employment	Yes

No	N/A	N/A	Yes
Yes	HR Services	Contractual Reasons	Yes
Yes	IT Company, Microsoft 365	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Services and Occupational Health	Advice on Employment	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Evolve, Education Centre and other Venues	To run school visits and for activities (on-site and off site)	Yes
No	N/A	N/A	Yes
No	No	Shared with Ofsted for inspection purposes	Yes
No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes
No	N/A	N/A	Yes
Yes - Tempest Photography	Yes, photographic company	Contractual arrangement for providing the photo	Yes

No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes
Yes	HR Services and Occupational Health	Advice on employment	Yes
Yes	HR Services and Occupational Health	Advice on employment	Yes
Yes	HR Services and Occupational Health	Advice on employment	Yes
No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes
No	N/A	N/A	Yes
Yes	HR Services	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Services and occupational health	Contractual Reasons	Yes
Yes	HR Services	Contractual Reasons	Yes

No	N/A	N/A	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes			Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes



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	Contractual reasons	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes

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	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority, NHS, Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Change of School	Contractual reasons	Yes

Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Plumsun (emergency response on school visits)	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Evolve (emergency response on school visits)	To respond to pupils needs	Yes
Yes	Local Authority, Evolve (emergency response on school visits)	To respond to pupils needs	Yes
Yes	Local Authority, Ofsted, parents, Evolve (electronic school visit form)	Safeguarding, contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school, parents	Yes

Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Schools that children move onto.	Safeguarding reasons.	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes
Yes	N/A	N/A	Yes
Yes	IT Company	Contractual Reasons	Yes

Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents,	Contractual arrangements	Yes
Yes	Local Authority	To respond to pupils needs	Yes
No	N/A	Check for school visits abroad, examination board check	Yes
Yes	Evolve, Education Centre and other Venues	Check for school visits abroad, examination board check	Yes
Yes	Evolve, Education Centre and other Venues	Check for school visits abroad	Yes

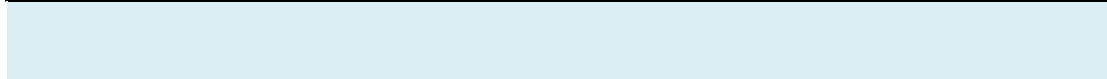


Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes

Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements]Email,	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements], Email,	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
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

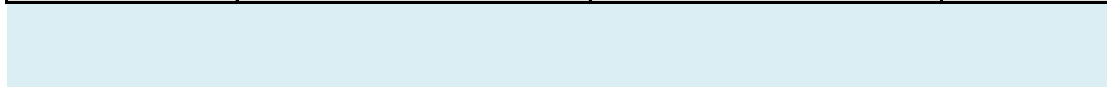
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	IT Company	Contractual Reasons	Yes
Yes	Local Authority	Contractual reasons	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes

No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes
--	---------------------------	---	-----



Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email	Contractual reasons	Yes
Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email	Contractual reasons	Yes
Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email	Contractual reasons	Yes
Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email	Contractual reasons	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	DBS Website for Update Service	Contractual reasons	Yes

No	N/A	N/A	Yes
No	N/A	N/A	Yes



No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
Yes	IT Company	Reasons for arranging a visit	Yes



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	Contractual reasons	Yes
No	N/A	N/A	Yes
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	Contractual reasons	Yes
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	Contractual reasons	Yes

Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
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	Contractual reasons	Yes
Yes	Both point to each other.	N/A	Yes
Yes	Schools Broadband/Talk Straight host the cloud exchange.	Contractual reasons	Yes
Yes	Redstore Backup Servers. www.redstore.com	Offsite Backup. The data is NOT shared, encrypted when off Site.	Yes
No	N/A	To support pupils with meeting their short-term individual targets.	Yes
No	N/A	To ensure that teachers target all children within their teaching.	Yes

Should it be kept?	If kept, how long for?	Does anyone need informing that it has been corrected?	Legal basis for holding the information
Yes	6 Months, unless for reasons stated in other rows	No	Public Task
Yes, for publicity and information purposes about the school's achievements and records	School photo events - 3 years, newsletters - 2 years	No	Public Task

Yes	Ongoing	No (unless changes of name)	Contractual
Yes	Ongoing	Yes - the employee	Contractual
Yes	Ongoing	No (unless changes of title)	Contractual
Yes	Ongoing	No	Contractual
Yes	Ongoing	No	Contractual
Yes	6 months	No	Contractual
Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Contractual
Yes	Ongoing	No	Contractual
Yes	Ongoing (for pay)	No	Contractual
Yes	Ongoing (for emergency contact)	No	Contractual
Yes	Two years (for	No	Contractual

Yes	Whilst valid		Contractual
Yes	Ongoing	No	Contractual
Yes	Ongoing	No	Contractual
Yes	Ongoing (for pay)	No	Contractual
Yes	Two years (for record of consistency)	No	Contractual
Yes	6 Months, the DBS number is kept ongoing	N/A	Contractual
Yes	Ongoing	Evolve	Contractual
Yes	6 months	No	Contractual
Yes	Ongoing	Yes	Contractual
Yes	Ongoing, until the training is no longer valid	Yes	Contractual
Yes	6 months	No	Contractual
Yes	Ongoing (i.e. used on staff badges)	No	Contractual

Yes, for publicity and information purposes about the school's achievements and records	School photo events - 3 years, newsletters - 2 years	No	Contractual
Yes	Two years (for record of consistency)	No	Contractual
Yes	Two years (for record of consistency)	No	Contractual
Yes	Two years (for record of consistency)	No	Contractual
Yes	Ongoing, until the training is no longer valid	Yes	Contractual
Yes	Ongoing (for emergency contact)	No	Contractual
Yes	6 months	No	Contractual
No - used to check legally correct change of status/name	Less than 6 months	No	Contractual
Yes	6 months or if an ongoing requirement for emergency response	No	Contractual
Yes	6 months	No	Contractual

Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Contractual
Yes	6 Months, the DBS number is kept ongoing	N/A	Contractual
Yes	6 Months, the record that the check was undertaken is stored	N/A	Contractual
Yes	6 Months, the record that the check was undertaken is stored	N/A	Contractual
Yes	Ongoing	No (unless changes of name)	Public Task
Yes, for medical reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4

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

Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public Task
Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task

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

Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public Task
No	Only during a visit	No	Public Task
No	Only during a visit	No	Public Task
No	Only during a visit	No	Public Task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task

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

Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	Ongoing	No	Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Yes	6 Months, the record that the check was undertaken is stored		Public Task

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

No	N/A	No	Public Task
Yes	Kept as long as the current contract lasts	No	Public Task
Yes	One day	No	Public Task
Yes	One day	No	Public Task
Yes	One day	No	Public Task
Yes	One day	No	Public Task
Yes	One day	No	Public Task
No	Until the visit	No	Public Task
Yes	Ongoing	No (unless changes of name)	Contractual
Yes	One day	No	public task
Yes	For as long as the contract to volunteer	No	Contractual
Yes	For as long as the contract to volunteer	No	Contractual

Yes	6 Months, the DBS number is kept ongoing	N/A	public task
Yes	For as long as the contract to volunteer	No	Contractual
			public task
Yes			public task
Yes	Incremental auto backup.	No	Legaly Required to keep offsite backups.
Yes	While student attends school	Parent	public task
No			public task