

ROWAN GATE PRIMARY SCHOOL

INFORMATION AUDIT

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Dated 26th March 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 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 events,	Both	Yes by photographic company, through CTF files	Yes, photographic company, feeder schools
Staff					

Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public ( <i>i.e. if included on the website</i> ), HR Provider (Education Personnel Management), Occupational Health (Medigold), Contractors ( <i>i.e. Plumsun, SAM Ltd, Training providers</i> ), Local Authority, Email
Contracts	Employee	SIMS, Staff File	Both	Yes	HR Providers (EPM Ltd)
Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 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>Education Personnel Management</i> ), Occupational Health (Medigold), Contractors ( <i>i.e. Plumsun, SAM Ltd, Training providers</i> ), Local Authority, Email
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Services, Absence Management software
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, SIMS	Both	No	N/A
Phone nos.	Employee	SIMS, Staff File, Email	Both	Yes	HR Services
Email address	Employee	SIMS, Staff File, IT	Both	Yes	HR Services, IT Company
Salary	Employee	SIMS, Staff File	Both	Yes	HR Payroll
Sick absence / other absence	Employee	Staff File [also see staff appraisal], SIMS, SAM LTd	Both	Yes	HR Services and Occupational Health, Absence Management Software
DBS	Employee	Staff File, Single Central Record	Both	Yes	DBS Website for Update Service

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
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, SIMS, 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
Copy of qualifications	Employee	Staff File, [See single central record]	Physical	No	N/A
Photos for ID	Employee	Staff File, Electronic admin files	Both	No (unless taken by an external company)	Yes, photographic company

General Photos	Employee	Locations in the school, newsletters, school events, school website	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	Both	No	N/A
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A
Interview notes	Employee	Staff File	Physical	Yes	HR Services
Biometric	Employee	Not currently held by RGPS	n/a	n/a	n/a
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical	No	N/A
Disabilities	Employee	Staff File, SIMS	Both	Yes	HR Services and occupational health

Ethnicity and Religion	Employee	Staff File, SIMS	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	HR Providers (EPM Ltd)
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, absense recording line [deleted each day]	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
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events	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]	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, Plumsun (emergency response on school visits)
Ethnicity and Religion	Parent	SIMS, Pupil File	Both	Yes	Local Authority, Plumsun (emergency response on school visits)
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, Plumsun (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
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	Plumsun Ltd, Education Centre and other Venues
European Health card	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Education Centre and other Venues
<b>Parental</b>					
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. safeguarding report</i> ), Service providers [school meals, Payment Arrangements]Email,
Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No
Letters	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority ( <i>i.e. 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. safeguarding report</i> ), Email
Relationship to pupil	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), Email
<b>Governors</b>					
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
<b>Contractors</b>					
Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record]	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors ( <i>i.e. Plumsun for edcuational visits, accident reporting</i> ), Email

Address	Contractor	SIMS, Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors ( <i>i.e. Plumsun for edcuational visits, accident reporting</i> ), Email
Gender	Contractor	SIMS, Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors ( <i>i.e. Plumsun for edcuational visits, accident reporting</i> ), Email
Mobile phone	Contractor	SIMS, Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors ( <i>i.e. Plumsun for edcuational 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
Biometric	Contractor				
Photos	Contractor	[electronic signing in system]	Electronic	No	N/A
VAT Info	Contractor	Contractual records, [See single central record]	Electronic	No	N/A

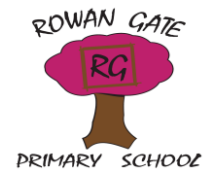
#### Visitors

Name	Visitor	[electronic signing in system], School Register	Electronic	No	N/A
Car reg	Visitor	[electronic signing in system], School Register	Electronic	No	N/A
Gender	Visitor	[electronic signing in system], School Register	Electronic	No	N/A
Organisation	Visitor	[electronic signing in system], School Register	Electronic	No	N/A
DBS	Visitor	[electronic signing in system], School Register	Electronic	No	N/A
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company
Photo	Visitor	[electronic signing in system]	Electronic	No	N/A

#### Volunteers

Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record]	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors ( <i>i.e. Plumsun for edcuational visits, accident reporting</i> ), Email, HR Provider
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Photo ID	Individual	[electronic signing in system]	Electronic	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
Car reg	Individual	[electronic signing in system]	Electronic	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	
Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4

Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
Contractual Reasons	Yes	Yes	Ongoing	No	4
Contractual Reasons	Yes	Yes	Ongoing	No	4

Contractual Reasons	Yes	Yes	6 months	No	4
N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer	No	4
Contractual Reasons	Yes	Yes	Ongoing	No	4
Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
N/A	Yes	Yes	Ongoing (for emergency contact)	No	4
Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	4
N/A	Yes	Yes	Whilst valid business use	No (unless changed)	4
Contractual Reasons	Yes	Yes	Ongoing	No	4
Contractual Reasons	Yes	Yes	Ongoing	No	4
Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
Advice on Employment, Pastoral Care	Yes	Yes	Two years (for record of consistency)	No	4
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4



To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing	Plumsun	4
N/A	Yes	Yes	6 months	No	4
Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	4
Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, untill the training is no longer valid	Yes	4
N/A	Yes	Yes	6 months	No	4
Contractual arrangement for providing the photo	Yes	Yes	Ongoing (i.e. used on staff badges)	No	4

Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
Advice on employment	Yes	Yes	Two years (for record of consistency)	No	4
Advice on employment	Yes	Yes	Two years (for record of consistency)	No	4
Advice on employment	Yes	Yes	Two years (for record of consistency)	No	4
Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, until the training is no longer valid	Yes	4
N/A	Yes	Yes	Ongoing (for emergency contact)	No	4
Contractual Reasons	Yes	Yes	6 months	No	4
n/a	n/a	n/a	n/a	n/a	n/a
N/A	Yes	No - used to check legally correct change of status/name	Less than 6 months	No	4
Contractual Reasons	Yes	Yes	6 months or if an ongoing requirement for emergency response	No	4

Contractual Reasons	Yes	Yes	Held on file during employment term		
Contractual Reasons	Yes	Yes	6 months	No	4
N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer	No	4
Check DBS for New Employee	Yes	Yes	6 Months, record of check and DBS number is kept ongoing	N/A	4
Recruitment checks and for Ofsted inspection purposes	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	4
Check DBS for New Employee	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	4

Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
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	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4

Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
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)	4
To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4
Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements - pupil attendance at school, parents	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4

Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual Reasons	Yes	Yes	Ongoing	No	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4
Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	
Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	
Check for school visits abroad	Yes	No	Only during a visit	No	
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4

Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
N/A	Yes	Yes	One day	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4

Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Contractual Reasons	Yes	Yes	Ongoing	No	4
Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
N/A	Yes	Yes	6 Months, the record that the check was undertaken is stored		
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	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4



Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	4
N/A	Yes	No	N/A	No	4
N/A	Yes	Yes	Kept as long as the current contract lasts	No	4
N/A	Yes	Yes	One day	No	4
N/A	Yes	Yes	One day	No	4
N/A	Yes	Yes	One day	No	4
N/A	Yes	Yes	One day	No	4
N/A	Yes	Yes	One day	No	4
Reasons for arranging a visit	Yes	No	Until the visit	No	4
N/A	Yes	Yes	One day	No	4
Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4

N/A	Yes	Yes	One day	No	4
Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
N/A	Yes	Yes	One day	No	4