

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 | | | | | |

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|--------------------|----------|---|------|-----|--|
| 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 |

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|------------------------------|----------|--|----------|-----|--|
| 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 |

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|---|----------|--|----------|--|--|
| 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 forand 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 |

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|---------------------------------|----------|---|----------|-----|-------------------------------------|
| 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 |

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|--|--------|--|------|-----|---|
| 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 |

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|-----------------------|--------|---|----------|-----|--|
| 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 |
| 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. 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 |
| | | | | | |
| Governors | | | | | |
| Name | Governor | SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central 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 |

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|---|------------|--|------|--|--|
| 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 central 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 central 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 |
| 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.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email |
| Gender | Contractor | SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email |
| Mobile phone | Contractor | SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email |
| 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 |

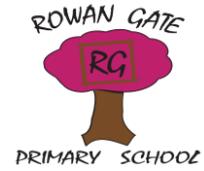
Visitors

| | | | | | |
|--------------|---------|---|------------|-----|------------|
| 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 central record] | Both | Yes | Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider |
|------|------------|--|------|-----|---|

| | | | | | |
|-----------------|------------|--|------------|-----|---|
| 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 |
| | | | | | |

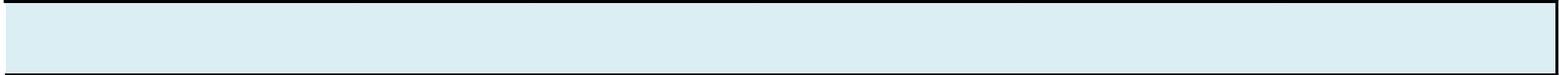
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|---------------------|-----|-----|---------|------------------------------|---|
| Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Contractual reasons | Yes | Yes | Ongoing | No (unless changes of name) | 4 |
| Contractual 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 |

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|--|-----|-----|--|---------|---|
| 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, until 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 |

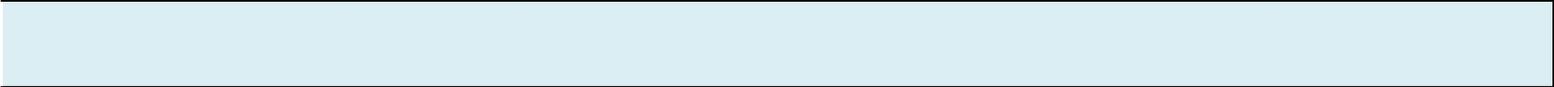
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|--|-----|-----|--|------------------------------|---|
| Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No (unless changes of name) | 4 |
| To respond to pupils needs | Yes | 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 |

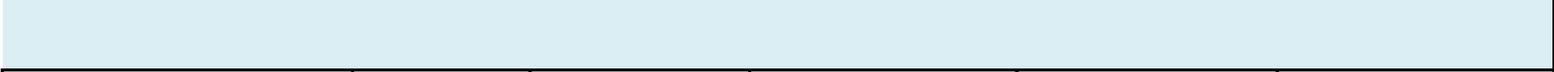
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|----------------------------|-----|-----|--|-----------------------------|---|
| Contractual reasons | Yes | Yes | Ongoing, whilst the pupil is attending school, and for 6 months following attendance | No | 4 |
| Contractual reasons | Yes | Yes | 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 |