



THE ABBEY PRIMARY SCHOOL INFORMATION AUDIT



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)	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 the holding information	
<b>Specific</b>												
E-Mails	Staff, Pupils, Parents, Contractors	IT Server, Intranet	Both	Yes	NCC Local Authority, Service providers [Chartwells, ParentPay]	Contractual Reasons	Yes	Yes	Maximum of 1 year unless for reasons stated in other rows.	No	Public Task	
Photos	Staff, Pupils, Parents, Visitors	Locations in the school, newsletters, school events	Both	No (unless taken by an external company)	Facebook, School Website	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	Photos held until no longer relevant	No	Public Task
<b>Staff</b>												
Name	Employee	Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Car Business Insurance, Plumsun accident forms	Both	Yes	Public (i.e. if included on the website), HR Provider (EPM) Occupational Health (Health Management Ltd, Heales Medical), Contractors (Plumsun, InMAT), NCC Local Authority (i.e. safeguarding report), E-mail SBS, DfE (i.e. census), InMAT, Arbor, SIMS	Contractual reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No (unless changes of name)	Public Task	
Contracts	Employee	Staff File	Both	No	EPM, SBS, DfE (i.e. census), InMAT, Arbor, SIMS	Contractual reasons	Yes	Yes	6 years after leaving the school.	No	Public Task	
Gender	Employee	Staff File, Email, School Website, Registers, Newsletters, course certificates, Business Continuity Plan, Car Business Insurance, Plumsun accident forms	Both	Yes	Public (i.e. if included on the website), HR Provider (EPM), Occupational Health (Health Management Ltd, Heales Medical), Contractors (Plumsun, InMAT), NCC Local Authority (i.e. safeguarding report), Email, Arbor, SIMS, SBS, DfE (i.e. census), InMAT,	Contractual reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No (unless changes of title)	Public Task	
D.O.B	Employee	Staff file, E-mail	Both	Yes	Occupational Health (Health Management Ltd, Heales Medical), HR Services, Arbor, SIMS, SBS, DfE (i.e. census), InMAT,	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
National Insurance Number	Employee	Staff File	Both	Yes	HR Payroll (EPM), Arbor, SIMS, DfE (i.e. census).	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
References	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
Pension Info	Employee	Staff File	Both	Yes	HR Payroll (EPM), Arbor, SIMS, Pension Provider	Contractual Reasons	Yes	Yes	6 years after leaving the school	No	Public Task	
Bank account	Employee	Staff File	Both	Yes	HR Payroll (EPM)	Contractual Reasons	Yes	Yes	Retain until 1 <sup>st</sup> successful payment made.	No	Public Task	
Next of Kin	Employee	Staff File	Both	No	Arbor, SIMS	N/A	Yes	Yes	Most recent until termination of contract.	No	Public Task	
Appraisal	Employee	Staff File	Physical	Yes	HR Services (EPM)	Contractual reasons	Yes	Yes	Current year + 6 years.	No	Public Task	
Driving Licence Information	Employee	Staff File, Business Motor Insurance.	Both	Yes	Business Ins, Arbor	N/A	Yes	Yes	Most recent until termination of contract unless claim made.		Public Task	
Phone numbers	Employee	SIMS, Staff File, Email, Critical	Both	Yes	HR Services (EPM), Arbor, SIMS	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
Email address	Employee	Incident Plan, Staff File, IT, Activelearn,	Both	Yes	IT Company (Easipc), Arbor, SIMS, HR Services (EPM) etc.	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
Salary	Employee	Staff File	Both	Yes	HR Payroll (EPM), Arbor, SIMS, DfE (i.e. census),	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
DBS	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service, InMAT,	Check DBS for New Employee	Yes	Yes	Certificate not retained. DBS number stored on Single Central Record (SCR)	N/A	Public Task	
On-site and offsite visits - risk assessments (Plumsun)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Pacesetters	To run school visits and for activities (onsite and off site)	Yes	Yes	Ongoing	Plumsun	Public Task	
Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	Date viewed on SCR	No	Public Task	
Single Central record	Employee	Single Central Record [information collected is included on this]	Both	No	InMAT	Shared with InMAT & Ofsted for inspection purposes	Yes	Yes	Ongoing retention.	Yes	Public Task	
Training records	Employee	Staff File	Both	No	Arbor, SIMS	Shared with InMAT & Ofsted for inspection purposes, business continuity plan	Yes	Yes	6 years after leaving the school. Training relating to children (safeguarding) date of training + 40 yrs. Staff first aid qualification certificates 25years from the date of expiration of the qualification.	Yes	Public Task	
Copy of qualifications	Employee	Staff File, Single Central Record	Both	No	Arbor, SIMS, DfE (i.e. census),	N/A	Yes	Yes	6 years after leaving the school	No	Public Task	
Photos for ID	Employee	Staff File	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes	6 years after leaving the school.	No	Public Task	
General Photos	Employee	Locations in the school, newsletters, school events, DSL Safeguarding leaflet, Website	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	Photos held until no longer relevant	No	Public Task	
Sickness / absence	Employee	Staff File	Both	Yes	HR Services (EPM), Arbor, SIMS, DfE (i.e. census),	Advice on employment	Yes	Yes	SSP not paid current year + 3 years. SSP paid current year + 6 years.	No	Public Task	
Maternity Payment	Employee	Staff File	Both	Yes	HR Services (EPM), SBS	Contractual Reasons	Yes	Yes	Current year + 3 years	No	Public Task	
Disciplinary	Employee	Staff File	Both	Yes	HR Services (EPM)	Advice on employment	Yes	Yes	18 months unless child protection related.	No	Public Task	
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted for	Yes	Yes	3 years from the date of last entry or if the accident involves a child/young adult, then until that person reaches the age of 21.	Yes	Public Task	
Interview notes	Employee	Staff File	Physical	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	6 years after leaving the school. Unsuccessful applicants 6 months.	No	Public Task	
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical	No	HR Services (EPM)	N/A	Yes	No - used to check legally correct change of status/name	View if changed	No	Public Task	

Disabilities	Employee	Staff File	Both	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	6 years	No	Public Task
Sexual Preference	Employee	Staff File	Both	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	6 years	No	Public Task
Previous work experience	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	6 years	No	Public Task
Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes	Teacher Services – Employer Access	Safeguarding	Yes	Yes	SCR	N/A	Public Task
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes	Teacher Services – Employer Access	Safeguarding	Yes	Yes	SCR	N/A	Public Task
Salary Assessment Forms	Employee	Staff File	Both	Yes	Provided by EPM	Contractual Reasons	Yes	Yes	Most recent	No	Public Task
Pecuniary interests declarations	Employee	Staff File	Physical	Yes	N/A	Contractual Reasons	Yes	Yes	Most recent	No	Public Task
Right to Work Checks	Employee	Staff File	Physical	Yes	N/A	Contractual Reasons	Yes	Yes	6 years after leaving the school	No	Public Task
Payroll Reconciliations	Employee	Secure filing system	Both	Yes	HR Services (EPM), SBS	Contractual Reasons	Yes	Yes	Current year + 6 years		

Pupils											
Name	Parent and pupil	Arbor, Pupil File, Email, School Website, Pupil Data records, Registers, Newsletters, Accident Returns, My Concern, Insight Tracker, EduKey, MyMaths, Active Learn, ParentPay, Kittle Photo, Chartwells, NMPAT, Teaching Personnel, Parago, Pacesetters, Hotshots, , Thrive, Reading Wise, EdPsych, FFT, , Dyslexia screening, Teachers to parents, Easi PC	Both	Yes	Public (i.e. if included on the website), Contractors (i.e. Plumsun, educational visit sign off), NCC Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events, Edukey, Facebook, Website, Kittle, Arbor, Twitter	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical reasons, publicity and information purposes about the school's achievements and records	Photos held until no longer relevant	No	Public Task
Gender	Parent	Arbor, Pupil File, Email, School Website, Pupil Data, Registers, Newsletters, Accident Returns, EduKey, MyConcern, Insight, ParentPay, NMPAT, InMAT	Both	Yes	Public (i.e. if included on the website), Contractors (i.e. Plumsun, educational visit sign off), NCC Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Parents names	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), MyConcern, Teaching Personnel	Both	Yes	NCC Local Authority (i.e. safeguarding report), Email, MyConcern, Teaching Personnel	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Address	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips) EduKey, NCC	Both	Yes	Local Authority, NHS, Email, EduKey	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
SEN	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), MyConcern, Insight, NCC	Both	Yes	Local Authority (i.e. safeguarding report), Email, Change of School, MyConcern, Insight	Contractual reasons	Yes	Yes	Ongoing,	No (unless changes of name)	Public Task
Medical	Parent	Arbor, Pupil File, Staff Room, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), MyConcern, MASH, NCC, NHS, Plumsun	Both	Yes	Local Authority (i.e. safeguarding report), Email, Plumsun (emergency response on school visits), MyConcern, MASH, NCC, NHS, Plumsun	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Allergies	Parent	Arbor, Pupil File, Staff Room, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), MyConcern, MASH, NCC, NHS, Plumsun	Both	Yes	Local Authority (i.e. safeguarding report), Email, Plumsun (emergency response on school visits), Critical Incidents	To respond to pupils needs	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Ethnicity and Religion	Parent	SIMS, Pupil File, NCC Insight, fft	Both	Yes	Local Authority, Plumsun (emergency response on school visits), NCC, Insight, fft	To respond to pupils needs	Yes	Yes	Ongoing	Yes, parents if needs change	Public Task
Behaviour Records and Risk Assessments	Parent	Arbor, Reports, NCC, PiXL Insight, FFT	Both	Yes	Local Authority, Ofsted, parents, Plumsun (electronic school visit form), NCC, Insight, fft	Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing	Yes	Public Task
Teacher reports	Parent	Arbor, Reports	Both	Yes	Local Authority, InMAT, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing	Yes	Public Task
Academic achievement	Parent	Arbor, Reports, DfE, NCC, Insight, FFT, PiXL	Both	Yes	Local Authority, InMAT Ofsted, parents, DfE, FFT	Contractual arrangements - pupil attendance at school, parents	Yes	Yes	Ongoing,	Yes	Public Task
Siblings	Parent	Arbor, MyConcern	Both	Yes	Local Authority, Ofsted, MyConcern	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing	Yes	Public Task
Family info	Parent	Arbor, MyConcern, EduKey	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing	Yes	Public Task
SATs results	Parent	Arbor, Reports, School Intranet, Insight, FFT, DfE, NCC, PiXL, InMAT	Both	Yes	Local Authority, Ofsted, parents, Insight, FFT, DfE, NCC, PiXL, InMAT	Contractual arrangements	Yes	Yes	Ongoing,	Yes	Public Task
Assessments	Parent	SIMS, Progress Reports, School Intranet, NCC, EduKey, Insight, PiXL	Both	Yes	Local Authority, Ofsted, parents, NCC, EduKey, Insight	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task

Tracking data	Parent	SIMS, Progress Reports, School Intranet, NCC, EduKey, Insight, PIXL	Both	Yes	Local Authority, Ofsted, parents, EduKey, Insight	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical Room, NCC Plumsun	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet, MyConcern	Both	Yes	Local Authority, Ofsted, parents, MyConcern	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet, Insight, ParentPay, Chartwells	Both	Yes	Chartwells, Ofsted, parents, ParentPay, Intranet	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company, Activelearn, MyMaths	Contractual Reasons	Yes	Yes	Ongoing whilst the pupil is attending school	No	Public Task
Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room, EduKey, MyConcern, NCC DfE	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
First language	Parent	SIMS, Pupil File, Insight, DfE, NCC	Both	Yes	Local Authority, DfE, Insight, NCC	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public Task
Birth Certificates	Parent	Paper	Physical	No	N/A	Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	Public Task

Parental											
Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], EduKey, MyConcern, Postage Book, ParentPay	Both	Yes	Local Authority (i.e. safeguarding report), Email, MyConcern, ParentPay	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless of changes name)	Public Task
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], EduKey, MyConcern, Postage Book, ParentPay	Both	Yes	Local Authority (i.e. safeguarding report), Email, ParentPay	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Phone No.	Parent	SIMS, Pupil File, Email, MyConcern, EduKey, NHS, Teaching Personnel	Both	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements]Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Call History	Parent	Absense recording line [deleted each day], First Day Response	Both	Yes	No	N/A	Yes	Yes	One day	No	Public Task
Letters	Parent	SIMS, Pupil File, Email, Intranet, Paper Copy, Chartwells, Pacesetters, Hotshots, NHS	Both	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements], Email, Hotshots, Pacesetters,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports, NHS	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Relationship to pupil	Parent	SIMS, Pupil File,	Paper	Yes	Local Authority (i.e.	Contractual reasons	Yes	Yes	Ongoing, whilst	No	Public Task

Governors											
Name	Governor	Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central record]	Both	Yes	Public ( website), HR Provider EPM Contractors - Plumsun, Inmat, Governor Hub	Contractual reasons	Yes	Yes	Ongoing	No (unless of changes name)	Public Task
DBS	Governor	Governor File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
Gender	Governor	Governor File, Email, safeguarding reports	Both	Yes	InMAT	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Personal Contact details	Governor	Governor File, Email, safeguarding reports	Both	Yes	InMAT	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Email	Governor	Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Address	Governor	Governor File	Both	Yes	InMAT	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Clerk to Gov	Governor	Governor File, Email	Both	Yes	NCC Local Authority	N/A					Public Task
Telephone No's	Governor	Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Conflict of interest / Register of interest	Governor	Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Profile	Governor	Governor File, School Website, Business Continuity Plan, [See single central record], IT Server, School Intranet	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Attendance at meetings	Governor	Governor File, School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task

Section 128 check	Governor	Governor File, single central record]	[See Both	Yes	N/A	N/A	Yes	Yes	SCR		Public Task
Photos	Governor	Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system], Website	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical reasons, publicity and information purposes about the school's achievements and records	On day of first visit	No	Public Task

Contractors											
Name	Contractor	Email, Contracts, 'Signing In System', Business Continuity Plan, [See single central record], Intranet	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Address	Contractor	Email, Contracts, Business Continuity Plan, [See single central record], Intranet	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Gender	Contractor	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Mobile phone	Contractor	Email, School Website, Contracts, Business Continuity Plan, [See single central record], Intranet	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
DBS	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	Viewed only. Copy of DBS not retained however DBS number may be stored on SCR.	N/A	Public Task
Organisation	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	Public Task
VAT Info	Contractor	Contractual records, intranet	Both	No	N/A	N/A	Yes	Yes	Retained with contract. 6 years retention.	No	Public Task
Visitors											
Name	Visitor	Signing in system	Paper	No	N/A	N/A	Yes	Yes	On day	No	Public Task
Car reg	Visitor	Signing in sheets	N/A	No	N/A	N/A	N/A	N/A	N/A	No	Public Task
Organisation	Visitor	Signing in system, School Register, Single Central Record	Paper	No	N/A	N/A	Yes	Yes	On day	No	Public Task
DBS	Visitor	Signing in system], School Register	Paper	No	N/A	N/A	Yes	Yes	Viewed only. Copy of DBS not retained however DBS number may be stored on SCR.	No	Public Task
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	Public Task
Photo	Visitor	Signing in system	Both	No	N/A	N/A	Yes	Yes	Viewed only – not retained	No	Public Task
Volunteers											
Name	Individual	Email, Signing In System	Both	Yes	Plumsun for educational visits, Email,	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Photo ID	Individual	Signing in system	Paper	No	N/A	N/A	Yes	Yes	Not retained	No	Public Task
Contact details	Individual	Email, IT Server	Both	Yes	Plumsun for educational visit, Email,	Contractual reasons	Yes	Yes	Whilst volunteering in the school.	No	Public Task
DBS	Individual	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	Viewed only. Copy of DBS not retained however DBS number may be stored on SCR.	N/A	Public Task
Next of kin	Individual	Email, IT Server, School Intranet	Both	Yes	Plumsun for educational visits, Email, HR Provider	Contractual reasons	Yes	Yes	Whilst volunteering in the school.	No	Public Task
Car reg	Individual	Signing in sheets	N/A	No	N/A	N/A	N/A	N/A	N/A	No	Public Task