2. INFORMATION AUDIT

 $\label{thm:convergence} \textbf{Copyright of Plumsun Ltd, to be shared with Schools contracted to Plumsun Ltd GDPR Service only}$

Dated 06 January 2023 V3

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)		electronic or both	between your	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?				Legal basis for holding the information
Specific											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements], [See other rows that include Email],	Contractual Reasons	Yes	Yes	6 Months, unless for reasons stated in other rows	No	
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school events, [Electronic signing in system]		No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo		Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
Staff				•							
Name	Employee	ARBOR, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Occupational Health (name provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes		No (unless changes of name)	Public task
Contracts	Employee	ARBOR, Staff File									

Gender	Employee	ARBOR, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), HR Provider EPM, Occupational Health Heals Medical, Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Public task
D.O.B	Employee	ARBOR, Staff File, Email	Both	Yes	Occupational Health, HR Serices	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
National Insurance	Employee	ARBOR, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
References	Employee	Staff File	No	No	N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer	No	Public task
Pension Info	Employee	ARBOR, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Bank account	Employee	ARBOR, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task
Next of Kin	Employee	ARBOR, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	Public task
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for	No	Public task
Car registration	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid		Public task
Phone no.s	Employee	ARBOR, Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Email address	Employee	ARBOR, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Salary	Employee	ARBOR, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	0 0 1 77	No	Public task
Sick absence / other absence	Employee	Staff File [also see staff appraisal]	Physical	Yes	HR Services and Occupational Health	Advice on Employment	Yes	Yes	Two years (for record of consistancy)	No	Public task
DBS	Employee	Staff 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
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	Centre and other	To run school visits and for activities (on-site 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	6 months	No	Public task
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both	No	No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	Public task

Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted for	Yes	Yes	Ongoing, untill	Yes	Public task
1.55	Room walls and				inspection purposes,			the training is no		
	other locations in				business continuity			longer valid		
	schools needed							3		
	forand emergency				emergencies					
Employee	Staff File, [See	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public task
	single central									
	record]									
Employee	Staff File	Both	No (unless	Yes, photographic	Contractual	Yes	Yes	Ongoing (i.e.	No	Public task
				company	arrangement for					
					providing the photo			badges)		
			company)							
Employee	Locations in the	Both	No (unless	Yes, photographic	Contractual	Yes	Yes, for	School photo	No	Public task
				company						
	school events				providing the photo					
			company)					years		
							and records			
Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	Public task
Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	Public task
Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	Public task
Employee		Both	No	N/A	Shared with Ofsted for	Yes	Yes	Ongoing, untill	Yes	Public task
Employee	ARBOR, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	Public task
								emergency		
Employee	Staff File	Physical	Vec	HR Services	Contractual Reasons	Vac	Vac		No	Public task
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	Staff File, [See	Physical	No	N/A	N/A	Yes	No - used to	Less than 6	No	Public task
' ',' '		,						months		
							correct			
	'						change of			
							status/name			
Employee	Staff File	Both	Yes	HR Services and	Contractual Reasons	Yes	Yes	6 months or if an	No	Public task
Employee	Anonomously	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
										Public task
Employee		Yes	Yes			Yes	Yes		N/A	Public task
				Update Service	Employee					
Employee		Both	Yes			Yes	Yes		N/A	Public task
	record									
Employer	Ctoff File 10	Doth	Vac	DDC Wobsite fee	Chook DBC for Nove	Yes	Vaa		N/A	Dublic tool:
Employee	Staff File, [See single central	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	162	Yes	6 Months, the record that the	IN/A	Public task
	record]			opuate Service	Linhioyee			check was		
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	Employee forand emergency Employee Staff File, [See single central record] Employee Staff File Employee Locations in the school, newsletters, school events Employee Staff File Employee Staff File Employee Staff File Employee Staff File Employee Staff File, Staff Employee Staff File Employee Staff File, [See single central record] Employee Staff File Employee Staff File, [See single central record]	forand emergency Employee Staff File, [See single central record] Employee Staff File Both Employee Locations in the school, newsletters, school events Employee Staff File Both Employee Staff File, Staff Both Employee Staff File, Staff Both Employee Staff File Physical Employee Staff File, [See single central record] Employee Staff File Both Employee Staff File Both Employee Staff File, [See single central record] forand emergency Employee Staff File, [See single central record] Employee Staff File Both No (unless taken by an external company) Employee Locations in the school, newsletters, school events Employee Staff File Both Yes Employee Staff File Both Yes Employee Staff File Both Yes Employee Staff File Both No Employee Staff File Physical Yes Employee Staff File, [See single central record] Employee Staff File Physical No Employee Staff File Both Yes Employee Staff File Physical No Employee Staff File Both Yes Employee Staff File Both Yes Employee Staff File Physical No	Employee Staff File Both No (unless taken by an external company)	Employee Staff File Both No N/A N/A N/A	Employee Staff File Both Yes HR Services and Advice on employment Yes Employee Staff File Both No No N/A Shared with Ofsted for Yes Employee Staff File Both No No N/A Shared with Ofsted for Yes Employee Staff File Physical Yes HR Services Contractual Reasons Yes Employee Staff File Both Yes HR Services and Contractual Reasons Yes Employee Staff File Both No N/A N/A Yes Staff File Both No N/A N/A Yes Staff File Physical Yes HR Services and Contractual Reasons Yes Employee Staff File Both No N/A N/A Yes Staff File Both No N/A N/A Yes Employee Staff File Physical Yes HR Services and Contractual Reasons Yes Employee Staff File Both No N/A N/A Yes Employee Staff File Both No N/A N/A N/A Yes Employee Staff File Both No N/A N/A N/A Yes Employee Staff File Both No N/A N/A N/A N/A Yes Employee Staff File Both No N/A N/A N/A N/A Yes Employee Staff File Physical Yes HR Services Contractual Reasons Yes Employee Staff File Both No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Both Yes HR Services Contractual Reasons Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Both Yes HR Services Contractual Reasons Yes Employee Staff File Both Yes HR Services Contractual Reasons Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A N/A Yes Employee Staff File Physical No N/A N/A N/A N/A N/A Yes Staff File Physical No N/A N/A N/A N/A N/A N/A N/A Yes Staff File Physical	Employee Staff File Both No No No No No No No N	Employee Staff File Both Yes HR Services and Advice on employment Yes Yes Two years (for Employee Staff File Both Yes HR Services and Advice on employment Yes Yes Two years (for Employee ARBOR, Staff File Both No N/A N/A N/A Yes Yes Ongoing (i.e. used on staff badges) Yes, photographic company Contractual arrangement for providing the photo Yes, photographic company Staff File Both Yes HR Services and Advice on employment Yes Yes Two years (for Employee Staff File Both Yes HR Services and Advice on employment Yes Yes Two years (for years) Yes Yes Yes Two years (for years) Yes Yes	Employee Staff File See Physical No N/A N/A Ves Yes 6 months No No N/A N/A Ves Yes 6 months No No N/A N/A Ves Yes 6 months No No N/A N/A N/A Ves Yes 6 months No No N/A N/A N/A Ves Yes Months No No No N/A N/A N/A Ves Yes Months No No No N/A N/A N/A Ves Yes Months No No N/A N/A N/A Ves No No No No N/A N/A N/A N/A Ves No No No No N/A N/A N/A N/A N/A N/A Ves No No No N/A N/A N/A N/A N/A Ves No No N/A N/A		

Name	Parent and pupil	ARBOR, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absense recording line [deleted each day]	Both	Yes	Public (i.e. if included on the website), Contractors (i.e. Plumsun, educational visit sign off), 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	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical resasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
Gender	Parent	ARBOR, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns	Both	Yes	Public (i.e. if included on the website), Contractors (i.e. Plumsun, educational visit sign off), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Parents names	Parent	Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	the pupil is	No (unless changes of name)	Public task
Address	Parent	ARBOR, 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	Contractual reasons	Yes	Yes		No (unless changes of name)	Public task

SEN	Parent	ARBOR, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. safeguarding report), Email, Change of School	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	Public task
Medical	Parent	ARBOR, 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.e. safeguarding report), Email, Plumsun (emergency response on school visits)	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	Public task
Allergies	Parent	ARBOR, 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.e. safeguarding report), Email, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	Public task
Ethnicity and Religion	Parent	ARBOR, Pupil File	Both	Yes	Local Authority, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public task
Behaviour Records and Risk Assessments	Parent	ARBOR, Progress Reports	Both	Yes	parents, Plumsun (electronic school visit form)	Safeguarding, contractual arrangements - pupil attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Teacher reports	Parent	ARBOR, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Academic achievement	Parent	ARBOR, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendence at school, parents	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task

Siblings	Parent	ARBOR	Both	Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Family info	Parent	ARBOR	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
SATS results	Parent	ARBOR, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Assessments	Parent	ARBOR, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Tracking data	Parent	ARBOR, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
First aid record	Parent	ARBOR, 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
Exam certificates	Parent	ARBOR, Progress Reports, IT Server, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	Yes	Public task
LAC / Court Orders	Parent	ARBOR, Staff Office, IT Server, Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Free School meals	Parent	ARBOR, Staff Office, IT Server, Intranet	Both	Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Emergency Contacts	Parent	ARBOR, 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	ARBOR, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Physical Intervention	Parent	ARBOR, 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
Doctors details	Parent	ARBOR, 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	ARBOR, Pupil File	Both	Yes	Local Authority	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	

Passport details	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes	Centre and other	Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	
European Health card	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes		Check for school visits abroad	Yes	No	Only during a visit	No	
Parental											
Name	Parent	Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	Public task
Address	Parent	ARBOR, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	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 attendence	No	Public task
Gender	Parent	ARBOR, 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 attendence	No	Public task
Phone No.	Parent	ARBOR, Pupil File, Email	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 attendence	No	Public task
Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	Public task
Letters	Parent	ARBOR, Pupil File, Email	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 attendence	No	Public task

Matrital status	Parent	ARBOR, 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 attendence	No	Public task
Relationship to pupil	Parent	ARBOR, Pupil File,	Both	Yes	Local Authority (i.e.	Contractual reasons	Yes	Yes	Ongoing, whilst	No	Public task
Governors											
Name	Governor	ARBOR, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of 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	ARBOR, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public task
Personal Contact details	Governor	ARBOR, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Email	Governor	ARBOR, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Adddress	Governor	ARBOR, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Telephone No.s	Governor	ARBOR, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Conflict of interest / Register of interest	Governor	ARBOR, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Profile	Governor	ARBOR, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		

Attendence at meetings	Governor	ARBOR, Governor File. School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Section 128 check	Governor	ARBOR, Governor File, [See single sentral record]	Both	Yes	N/A	N/A	Yes	Yes	6 Months, the record that the check was untertaken is stored		
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	Contractual arrangement for providing the photo	Yes	Yes, for medical resasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
Contractors											
Name	Contractor	ARBOR, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Address	Contractor	ARBOR, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Gender	Contractor	ARBOR, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Mobile phone	Contractor	ARBOR, Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational 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	6 Months, the DBS number is kept ongoing	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
Biometric	Contractor										

Photos	_			_		_					
FIIOLOS	Contractor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	No	N/A	No	Public task
VAT Info	Contractor		Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	Public task
Visitors											
Name	Visitor	[electronic signing in system], School Register		No	N/A	N/A	Yes	Yes	One day	No	Public task
Car reg	Visitor	[electronic signing in system], School Register		No	N/A	N/A	Yes	Yes	One day	No	Public task
Gender	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
Organisation	Visitor	[electronic signing in system], School Register		No	N/A	N/A	Yes	Yes	One day	No	Public task
DBS	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
E-mails	Visitor		Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	Public task
Photo	Visitor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
		system				+	+	_			
Volunteers		systemj									
Volunteers	Individual		Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	Ongoing	No (unless	Public task
Volunteers Name	Individual		Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting), Email, HR Provider	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
	Individual	ARBOR, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral		Yes	on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting),	Contractual reasons N/A	Yes	Yes	Ongoing One day	changes of	Public task Public task
Name	Individual Individual	ARBOR, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record] [electronic signing in system] ARBOR, Email, School Website, Contracts, 'Signing In System', [See single sentral record]			on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting), Email, HR Provider					changes of name)	Public task Public task
Name Photo ID	Individual	ARBOR, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record] [electronic signing in system] ARBOR, Email, School Website, Contracts, 'Signing In System', [See single sentral record]	Electronic	No	on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting), Email, HR Provider N/A Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting),	N/A	Yes	Yes	One day For as long as the contract to	changes of name)	Public task

Next of kin	Individual	ARBOR, Email,	Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	For as long as	No	Public task
		Contracts, IT Server,			on the website), Other				the contract to		
		School Intranet			contractors (i.e.				volunteer		
					Plumsun for						
					edcuational visits,						
					accident reporting),						
					Email, HR Provider						
Car reg	Individual	[electronic signing in	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
		system]									