

## 2. INFORMATION AUDIT

Dated 26th March 2018

Reviewed Jun  
2019

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?	Sources	Physical, electronic or both	Does it move between your school and other	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 holding the information
<b>Specific</b>											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic	Yes	Local Authority, Service providers, training providers, Payment Arrangements, e-mails	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]	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	School photo events - 5 years, newsletters - 2 years	No	4
<b>Staff</b>											
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public (website), HR Provider NCC, HEALTH MANAGEMENT LTD, - training providers), Local Authority, Emails, SCR LTD	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contracts	Employee	SIMS, Staff File		YES	WNSF, Local Authority						
Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	YES	Public website, displays, HR Provider, Occupational Health), Contractors training providers, Local Authority, Email, SCR Ltd	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4

National Insurance	Employee	SIMS, Staff File	Both	Yes WNSF	WNSF, Local Authority, SCR Ltd	Contractual Reasons	Yes	Yes	Ongoing	No	4
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes WNSF	HR Services, WNSF, SCR Ltd	Contractual Reasons	Yes	Yes	6 months	No	4
References	Employee	Staff File	No	YES WNSF	WNSF, HR services, SCR Ltd	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	4
Pension Info	Employee	SIMS, Staff File	Both	no		Contractual Reasons	Yes	Yes	Ongoing	No	4
Bank account	Employee	SIMS, Staff File	Both	no		Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
Next of Kin	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for emergency)	No	4
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for record of	No	4
Car registration	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid business use		4
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes	HR Services, occupationalhealth	Contractual Reasons	Yes	Yes	Ongoing	No	4
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company, occupational health, SCR Ltd	Contractual Reasons	Yes	Yes	Ongoing	No	4
Salary	Employee	SIMS, Staff File	Both	Yes	HR	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
Sick absence / other absence	Employee	Staff File [also see	Physical	Yes	HR Services and Occupational	Advice on Employment	Yes	Yes	Two years (for record of	No	4
DBS	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service, WNSF, SCR Ltd	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	WNSF	To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing		4
Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No	WNSF	N/A	Yes	Yes	6 months	No	4
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both	No	WNSF, SCR Ltd, LA	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	4
Training record	Employee	Staff File, Staff Room walls and other locations in schools needed forand emergency	Both	No	WNSF	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
Copy of qualifications	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	4
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	Ongoing (i.e. used on staff badges)	No	4

General Photos	Employee	Locations in the school, newsletters, school events	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	School photo events - 5 years, newsletters - 2 years	No	4
Medical	Employee	Staff File	Both	Yes	HR Services and Occupational	Advice on employment	Yes	Yes	Two years (for record of	No	4
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and Occupational	Advice on employment	Yes	Yes	Two years (for record of	No	4
Disciplinary	Employee	Staff File	Both	Yes	HR Services and Occupational	Advice on employment	Yes	Yes	Two years (for record of	No	4
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted for	Yes	Yes	Ongoing, untill the training	Yes	4
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for emergency	No	4
Interview notes	Employee	Staff File	Physical	Yes	HR Services, WNSF	Contractual Reasons	Yes	Yes	6 months	No	4
Biometric	Employee										
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	No - used to check legally correct change of status/name	Less than 6 months	No	4
Disabilities	Employee	Staff File	Both	Yes	HR Services and occupational health SCR ltd	Contractual Reasons	Yes	Yes	6 months or if an ongoing requirement for emergency response	No	4
Sexual Preference	Employee	Anonomously collected	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	4
Previous work Experience	Employee	Staff File	Physical	yes	WNSF	N/A	Yes	Yes	6 months (unless the	No	4
Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes	DBS Website for Update Service WNSF, SCR ltd	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes	WNSF, SCR ltd		Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	4
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service WNSF, SCR ltd	Check DBS for New Employee	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	4

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	Local Authority, E-MAILS	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4

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 reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
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, E-MAILS	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
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	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
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	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4

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, E-mails	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
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, e-mails	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
Ethnicity and Religion	Parent	SIMS, 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	4
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, Plumsun (electronic school visit form)	Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Teacher reports	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Academic achievement	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school, parents	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Siblings	Parent	SIMS	Both	Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Family info	Parent	SIMS	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
SATS results	Parent	SIMS, Progress Reports, School Intranet	Both	NA	NA	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Assessments	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4

Tracking data	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
First aid record	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	4
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	NA	NA	NA	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	4
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet	NA	NA	NA	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	Local Authority	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Physical Intervention	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	4
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	4
First language	Parent	SIMS, 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	4
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	Plumsun Ltd, Education Centre and other Venues	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	Plumsun Ltd, Education Centre and other Venues	Check for school visits abroad	Yes	No	Only during a visit	No	
<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, e-mails	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4

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	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Phone No.	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority , Payment Arrangements Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	4
Letters	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), 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	4
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority , Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Relationship to pupil	Parent	SIMS, Pupil File,	Both	Yes	Local Authority , Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is	No	4
<b>Governors</b>											
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>included on the website</i> HR Provider , <i>training providers</i> ), Local Authority Email, SCR ltd	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
DBS	Governor	Governor File, [See single central record]	Both	Yes	DBS Website for Update Service WNSF, SCR ltd	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), website, SCR ltd	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	4
Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	HR Provider , <i>training providers</i> , Local Authority Email, SCR ltd	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Email	Governor	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company, SCR ltd	Contractual Reasons	Yes	Yes	Ongoing	No	4

Address	Governor	SIMS, Governor File	Both	Yes	Local Authority, SCR ltd	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Telephone No.s	Governor	SIMS, Governor File	Both	Yes	SCR ltd	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet	Both	Yes	SIMS, Governor File. School Website, Business Continuity Plan, scr ltd, IT Server, School Intranet	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Attendence at meetings	Governor	SIMS, Governor File. School Website	Both	Yes	website	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Section 128 check	Governor	SIMS, Governor File, [See single sentral record]	Both	Yes	WNSF,	N/A	Yes	Yes	6 Months, the record that the check was undertaken 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	4

### Contractors

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record]	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Local Authority, WNSF, SCR ltd	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Local Authority, WNSF website, SCR ltd	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Mobile phone	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Local Authority, WNSF, SCR ltd	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4



DBS	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service WNSF, SCR ltd	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Organisation	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service WNSF, SCR ltd	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	4
Biometric Photos	Contractor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	No	N/A	No	4
VAT Info	Contractor	Contractual records, [See single central record]	Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	4
<b>Visitors</b>											
Name	Visitor	School sign in Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Car reg	Visitor	school register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Gender	Visitor	N/A	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Organisation	Visitor	School register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
DBS	Visitor	school register-declaration form	Electronic	YES	WNSF	N/A	Yes	Yes	One day	No	4
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	4
Photo	Visitor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
<b>Volunteers</b>											
Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes	Local Authority, e-mail, WNSF, SCR ltd	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Photo ID	Individual	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Gender	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', [See single central record]	Both	Yes	Local Authority, e-mail, WNSF, SCR ltd	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
Contact details	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	Yes	Local Authority, e-mail, WNSF, SCR ltd	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
DBS	Individual	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service WNSF, SCR ltd	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Next of kin	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
Car reg	Individual	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4