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1	2. INFORMATION AUDIT											
2												
3	What personal data is currently held in your school? Where did it come from?											
4	Who is it shared with? Is it accurate? Do you still need to keep it?											
5	If you have information that is inaccurate and needs updating you must also inform anyone you have shared it with.											
6	Suggested sections -											
7												
8	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)	Who is it shared with?	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
9	Staff											
10	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 (i.e. if included on the website), HR Provider (NCC), Occupational Health (Health Management Limited (HML)), Contractors (i.e. Plumsun, Live Kitchen, iTrack, MyMaths, Tapestry, training providers), Local Authority (i.e. safeguarding report), Email (SchoolComms)	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
11	Address	Employee	SIMS, Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No (unless moves house)	Public task
12	Telephone Number	Employee	SIMS, Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No (unless moves house/change supplier)	Public task
13	Email Address	Employee	SIMS, Staff File, IT, Email	Both	Yes	IT Company, Contractors, Parents??	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
14	Date of Birth	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Serices	Contractual Reasons	Yes	Yes	Ongoing	No	Public task

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15	Place of Birth	Employee	Staff File	Both	No only on application form							
16	National Insurance number	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
17	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
18	Contracts	Employee	SIMS, Staff File	Both	Yes	HR Payroll						
19	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 (i.e. if included on the website), HR Provider (NCC), Occupational Health (Health Management Limited (HML)), Contractors (i.e. Plumsun, Live Kitchen, iTrack, MyMaths, Tapestry, training providers), Local Authority (i.e. safeguarding report), Email (SchoolComms)	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Public task
20	Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
21	References	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Public task
22	Pension Info	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
23	Bank account	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task
24	Next of Kin	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for emergency contact)	No	Public task
25	Appraisal	Employee	Staff File	Both	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	Public task
26	Car registration	Employee	SIMS, Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid business use		Public task
27	Salary	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task

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28	Sick absence / other absence	Employee	SIMS, Staff File [also see staff appraisal]	Both	Yes	HR Services and Occupational Health	Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	Public task
29	On-site and off-site visits - risk assessments (Name)	Employee	Plumsun app, paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Education Centre and other Venues	To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing	Plumsun	Public task
30	Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public task
31	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
32	Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for and emergency response such as first aid, fire), [See single central record]	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, until the training is no longer valid	Yes	Public task
33	Copy of qualifications	Employee	SIMS, Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public task
34	Photps 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	Public task
35	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	Public task
36	Medical	Employee	SIMS, Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Public task

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37	Sickness / absence	Employee	SIMS, Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Public task
38	Disciplinary	Employee	SIMS, Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Public task
39	First aid record	Employee	Staff File, Staff Room walls and other locations in schools needed for and emergency response such as first aid, fire), [See single central record]	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, until the training is no longer valid	Yes	Public task
40	Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for emergency contact)	No	Public task
41	Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
42	Biometric	Employee	Library system	Electronic	No	N/A				Ongoing until leaves school	No	
43	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	Public task
44	Disabilities	Employee	Staff File	Both	Yes	HR Services and occupational health	Contractual Reasons	Yes	Yes	6 months or if an ongoing requirement for emergency response	No	Public task
45	Sexual Preference	Employee	Anonomously collected	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
46	Previous Work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Public task
47	Teacher Status Check	Employee	SIMS, Staff File, [See single central record]	Yes	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

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48	Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Public task
49												
50												
51	Pupils											
52	Name	Parent and pupil	SIMS, Pupil File, Email, 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, iTrack (pupil tracking) Live Kitchen (hot lunches), School Comms, Parents Evening System, NMPAT, Tapestry), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
53	Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips),	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 or moves house)	Public task
54	Email	Parent	IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
55	Telephone Number	Parent	SIMS, Pupil File, safeguarding reports, contractual document (such as permission slips),	Both	Yes	Local Authority, NHS,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name or moves house)	Public task

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56	Date of Birth	Parent	SIMS, Pupil File, Accident Returns, safeguarding reports, contractual document (such as permission slips),	Both	Yes	Local Authority, NHS,	Contractual reasons	Yes	Yes	Ongoing	No	Public task
57	Place of Birth	Parent	Pupil File	Physical	No							
58	Special Educational Needs	Parent	SIMS, Pupil File	Both	Yes	Local Authority, NHS, iTrack	Contractual reasons	Yes	Yes	Ongoing	Yes	Public task
59	Disability	Parent	SIMS, Pupil File	Both	Yes	Local Authority, NHS, iTrack	Contractual reasons	Yes	Yes	Ongoing	Yes	Public task
60	Health Information	Parent	SIMS, Pupil File	Both	Yes	Local Authority, NHS, iTrack, LiveKitchen	Contractual reasons	Yes	Yes	Ongoing	Yes	Public task
61	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	Public task
62	Gender	Parent	SIMS, 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

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

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66	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)	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)	Public task
67	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	Public task
68	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	Public task
69	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	Public task
70	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	Public task
71	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	Public task

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72	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	Public task
73	SATS results	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
74	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	Public task
75	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	Public task
76	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	Public task
77	Exam certificates	Parent	SIMS, 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 attendance	Yes	Public task
78	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	Public task
79	Free School meals	Parent	SIMS, 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
80	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

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81	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	Public task
82	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
83	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	Public task
84	Birth Certificates	Parent	Paper	Physical	No	N/A	Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	
85	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	
86	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	
87	Parental											
88	Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence 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 (unless changes of name)	Public task

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89	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	Public task
90	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	Public task
91	Phone No.	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	Public task
92	Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	Public task
93	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	Public task
94	Matrital status	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	Public task

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95	Relationship to pupil	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	Public task
96												
97												
98												
99	Governors											
100	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
101	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
102	Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public task
103	Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
104	Email	Governor	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
105	Address	Governor	SIMS, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		

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106	Telephone No.s	Governor	SIMS, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
107	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		
108	Profile	Governor	SIMS, 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		
109	Attendance at meetings	Governor	SIMS, Governor File. School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
110	Section 128 check	Governor	SIMS, Governor File, [See single central record]	Both	Yes	N/A	N/A	Yes	Yes	6 Months, the record that the check was undertaken is stored		
111	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 reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
112	Contractors											

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113	Name	Contractor	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
114	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
115	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
116	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
117	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
118	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
119	Biometric	Contractor										
120	Photos	Contractor		Electronic	No	N/A	N/A	Yes	No	N/A	No	Public task

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121	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	Public task
122	Visitors											
123	Name	Visitor	Visitor book/sign in sheet	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
124	Car reg	Visitor	Visitor book/sign in sheet	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
125	Organisation	Visitor	Visitor book/sign in sheet	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
126	DBS	Visitor	Single central record	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
127												
128	Volunteers											
129	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	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
130	Contact details	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	Public task
131	DBS	Individual	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