

YARDLEY GOBION SCHOOL INFORMATION AUDIT

INFORMATION AUDIT Personal Information.	Who needs to be informed that it is being held? (parents, 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 holding the information
Specific											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, hosted by Capita (cloud based)	Both	Yes	Local Authority (i.e. <i>safeguarding report</i>), Service providers [school meals, Payment Arrangements], [See other rows that include Email], School Community	Contractual Reasons	Yes	Yes	6 Months, unless kept longer for information purposes	No	4
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school events, IT Server	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, Ongoing - kept for historical records	No	4
Staff											
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 (LGSS), Occupational Health (LGSS) Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contracts	Employee	SIMS, Staff File	Both	HR Payroll							

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Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central	Both	Yes	Public (i.e. if included on the website), HR Provider (LGSS), Occupational Health (LGSS), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	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	HR Payroll, HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	N/A	Contractual Reasons	Yes	Yes	6 months if not successful or kept on file for ...	No	4
References	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	Kept on file for audit purposes	No	4
Pension Info	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	4
Bank account	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for	No	4
Next of Kin	Employee	SIMS, Staff File, Fire	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on	Yes	Yes	Ongoing for	No	4
Phone no.s	Employee	SIMS, Staff File, Email,	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Salary	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for	No	4
Sick absence / other absence	Employee	Staff File [also see	Physical	Yes	HR Services and	Advice on	Yes	Yes	Ongoing for	No	4
DBS	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	Notification kept on file	N/A	4
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Education Centre and other Venues	To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing	Plumsun	4

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Passport / ID info.	Employee	Staff File, single central record	Physical	No	N/A	N/A	Yes	Yes	Kept on file for audit purposes	No	4
Single Central record	Employee	Single Central Record [information collected is included on this	Both	No	No	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 for and emergency	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	4
Copy of qualifications	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	Kept on file for audit purposes	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	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, Ongoing - historical records	No	4
Medical	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Kept on file for	No	4
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Kept on file for	No	4
Disciplinary	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Kept on file for	No	4
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted for	Yes	Yes	Kept on file for	Yes	4
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Kept on file for	No	4
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	Kept on file for	No	4
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	Kept on file for audit purposes	No	4
Disabilities	Employee	Staff File	Both	Yes	HR Services and	Contractual Reasons	Yes	Yes	Kept on file for	No	4
Sexual Preference	Employee	Anonomously	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	Kept on file for	No	4
Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Kept on file for	No	4

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Personal Information.											
Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	Kept on file for audit purposes	N/A	4
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes			Yes	Yes	Kept on file for audit purposes	N/A	4
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	Kept on file for audit purposes	N/A	4
Pupils											
Name	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absence messages on answer phone [deleted each day]	Both	Yes	Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority (<i>i.e. safeguarding report</i>), Email	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, Ongoing - historical records	No	4

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INFORMATION AUDIT Personal Information.	Who needs to be informed that it is being held? (parents, 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 holding the information
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)	4
Parents names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense messages on answer phone [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 attendance	No (unless changes of name)	4
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense messages on answer phone [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 messages on answer phone [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 attendance	No (unless changes of name)	4

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Medical	Parent	SIMS, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence messages on answer phone [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)	4
Allergies/Medical Information	Parent	SIMS, Pupil File, Staff Room, Classroom, Office, First Aid kits (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence messages on answer phone [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)	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

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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	Yes	Local Authority, Ofsted, parents	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, Classroom, First Aid bags	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	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	Both	Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4

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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	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,	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,	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

Parental											
Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence messages on answer phone [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)	4
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence messages on answer phone [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

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Name	Governor	SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central record], FROG Governor Area	Both	Yes	Public (i.e. if included on the website), HR Provider (LGSS), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email, DfE	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	Check DBS for New Employee	Yes	Yes	Kept for audit purposes	N/A	4
Gender	Governor	SIMS, 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	4
Personal Contact details	Governor	Governor File, Email, safeguarding reports, FROG Governor Area	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	SIMS, Pupil File, IT Server, Intranet, P	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Address	Governor	SIMS, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	4
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	No	4
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	No	4

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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	No	4
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	No	4
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	No	4
Photos	Governor	Locations in the school (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
Agency Staff											
Name	Supply Agency	SIMS, Email, Candidate Summary, 'Signing In System', Single Central Record	Both	Yes	Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4
Gender	Supply Agency	SIMS, Email, Candidate Summary, 'Signing In System', Single Central Record	Both	Yes	Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4

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Qualifications	Supply Agency	Candidate Summary, Single Central Record	Physical	No	N/A	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4
Training	Supply Agency	Candidate Summary, Single Central Record	Both	No	N/A	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4
Employment History	Supply Agency	Candidate Summary, Single Central Record	Both	No	N/A	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4
ID Info	Supply Agency	Candidate Summary, Single Central Record	Both	No	N/A	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4
D.O.B	Supply Agency	Candidate Summary, Single Central Record	Both	No	N/A	Safeguarding	Yes	Yes	Ongoing, kept in single central record	No	4
DBS/Barred List/Disqualification by Association	Supply Agency	Candidate Summary, [See single central record]	Both	No	N/A	Safeguarding	Yes	Yes	Ongoing, kept in single central record	N/A	4
Organisation	Supply Agency	Candidate Summary, [See single central record]	Both	No	N/A	Safeguarding	Yes	Yes	Kept as long as the current contract lasts	N/A	4
Photos	Supply Agency	Candidate Summary, [See single central record]	Both	No	N/A	N/A	Yes	No	N/A	No	4

Contractors

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)	4
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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 edcuational visits, accident reporting), Email	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	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)	4
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 edcuational visits, accident reporting), Email	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	Check DBS for New Employee	Yes	Yes	Ongoing, kept in single central record	N/A	4
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	4
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
Visitors											
Name	Visitor	Signing in system, single central record	Both	No	N/A	N/A	Yes	Yes	Kept for audit purposes	No	4

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Car reg	Visitor	Signing in system,	Physical	No	N/A	N/A	Yes	Yes	Kept for audit purposes	No	4
Gender	Visitor	Signing in system, single central record	Both	No	N/A	N/A	Yes	Yes	Kept for audit purposes	No	4
Organisation	Visitor	Signing in system, single central record	Both	No	N/A	N/A	Yes	Yes	Kept for audit purposes	No	4
DBS	Visitor	Single central record	Both	No	N/A	N/A	Yes	Yes	Kept for audit purposes	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	Single central record	Both	No	N/A	N/A	Yes	Yes	Kept for audit purposes	No	4

Volunteers

Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Photo ID	Individual	signing in system, single central record	Electronic	No	N/A	N/A	Yes	Yes	Kept for audit purposes	No	4
Gender	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', [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	Kept for audit purposes	No	4

YARDLEY GOBION SCHOOL INFORMATION AUDIT

INFORMATION AUDIT Personal Information.	Who needs to be informed that it is being held? (parents, 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 holding the information
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	4
DBS	Individual	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	Kept for audit purposes	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

University/Work Experience Students

Name	Individual	Letter from university/school, Signing in book , Single Central Record	Both	Yes	University/School Work Placement organisation	Safeguarding	Yes	Yes	Kept for audit purposes	No	4
Gender	Individual	Letter from university/school, Signing in system , Single Central Record	Both	Yes	University/School Work Placement organisation	Safeguarding	Yes	Yes	Kept for audit purposes	No	4
Contact details	Individual	Letter from university/school, Signing in system , Single Central Record	Both	Yes	University/School Work Placement organisation	Safeguarding	Yes	Yes	Kept for audit purposes	No	4
DBS	Individual	Letter from university/school, Signing in book , Single Central Record	Both	Yes	University/School Work Placement organisation	Safeguarding	Yes	Yes	Kept for audit purposes	No	4

YARDLEY GOBION SCHOOL INFORMATION AUDIT

INFORMATION AUDIT Personal Information.	Who needs to be informed that it is being held? (parents, 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 holding the information
Next of kin	Individual	Letter from university/school, Signing in system , Single Central Record	Both	Yes	University/School Work Placement organisation	Safeguarding	Yes	Yes	For as long as the student is on placement	No	4