

INFORMATION AUDIT

Personal Information	Who needs to be informed that it is being held? (parent's, staff)	Sources	Physical, electronic or both
Specific			
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server	Electronic
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school events, [Electronic signing in system]	Both
Staff			
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, single central record	Both

Contracts	Employee	SIMS, Staff File	
Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, single central record	Both
D.O.B	Employee	SIMS, Staff File, Email	Both
National Insurance	Employee	SIMS, Staff File	Both
Job application	Employee	Staff File, on-line received from potential employee	Both
References	Employee	Staff File	No
Pension Info	Employee	SIMS, Staff File	Both
Bank account	Employee	SIMS, Staff File	Both
Next of Kin	Employee	SIMS, Staff File	Both
Appraisal	Employee	Staff File	Physical
Phone no.s	Employee	SIMS, Staff File, Email	Both
Email address	Employee	SIMS, Staff File, IT	Both
Salary	Employee	SIMS, Staff File	Both
Sick absence / other absence	Employee	Staff File	Physical
DBS	Employee	Staff File	Both
On-site and off-site visits - risk assessment	Employee	Paper (taken on and off site) and Electronic documents	Both

Passport / ID info.	Employee	Staff File	Physical
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both
Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for and emergency	Both
Copy of qualifications	Employee	Staff File	Physical
Photps for ID	Employee	Staff File	Both
General Photos	Employee	Locations in the school, newsletters, school events	Both
Medical	Employee	Staff File	Both
Sickness / absence	Employee	Staff File	Both
Disciplinary	Employee	Staff File	Both
First aid record	Employee	Staff File, Staff	Both
Emergency Contact	Employee	SIMS, Staff File	Both
Interview notes	Employee	Staff File	Physical
Marriage Certs, Change of Deed	Employee	Staff File	Physical
Disabilities	Employee	Staff File	Both
Sexual Preference	Employee	Anonomously	Physical
Previous work Experience	Employee	Staff File	Physical

Teacher status check	Employee	Staff File	Yes
Section 128 check	Employee	Staff File	Both
Disqualification by Association	Employee	Staff File	Both

Pupils

Name	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absence recording line	Both
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events	Both
Gender	Parent	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns	Both

Parents names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document , absense recording line	Both
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document , absense recording line	Both
SEN	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document , absense recording line	Both
Medical	Parent	SIMS, Pupil File, Staff Room/ Medical Room , Email, Accident Returns, safeguarding reports, contractual document , absense recording line	Both
Allergies	Parent	SIMS, Pupil File, Staff Room/ Medical Room , Email, Accident Returns, safeguarding reports, contractual document , absense recording line	Both
Ethnicity and Religion	Parent	SIMS, Pupil File	Both
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both

Teacher reports	Parent	SIMS, Progress Reports	Both
Academic achievement	Parent	SIMS, Progress Reports	Both
Siblings	Parent	SIMS	Both
Family info	Parent	SIMS	Both
SATS results	Parent	SIMS, Progress Reports, School Intranet	Both
Assessments	Parent	SIMS, Progress Reports, School Intranet	Both
Tracking data	Parent	SIMS, Progress Reports, School Intranet	Both
First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	Both
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet	Both
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet	Both
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both

Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both
Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both
First language	Parent	SIMS, Pupil File	Both
Birth Certificates	Parent	Paper	Physical
Passport details	Parent	Paper (taken on and off site) and Electronic documents	Both
European Health card	Parent	Paper (taken on and off site) and Electronic documents	Both

Parental

Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document, absence recording line	Both
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document , absence recording line	Both
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	Both

Phone No.	Parent	SIMS, Pupil File, Email	Both
Call History	Parent	Absence recording line	Both
Letters	Parent	SIMS, Pupil File, Email	Both
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports	Both
Relationship to pupil	Parent	SIMS, Pupil File,	Both
Governors			
Name	Governor	SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan,	Both
DBS	Governor	Governor File,	Both
Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both
Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both

Email	Governor	SIMS, Pupil File, IT Server, Intranet	Both
Address	Governor	SIMS, Governor File	Both
Telephone No.s	Governor	SIMS, Governor File	Both
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet	Both
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both
Section 128 check	Governor	SIMS, Governor File, [See single sentral record]	Both
Photos	Governor	Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system]	Both

Contractors

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan,	Both
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both
Mobile phone	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both
DBS	Contractor	Contractual records,	Both
Organisation	Contractor	Contractual records,	Both
Biometric	Contractor		
Photos	Contractor	electronic signing in system	Electronic
VAT Info	Contractor	Contractual records,	Electronic

Visitors

Name	Visitor	electronic signing in system	Electronic
Car reg	Visitor	electronic signing in system	Electronic
Gender	Visitor	electronic signing in system	Electronic
Organisation	Visitor	electronic signing in system	Electronic

DBS	Visitor	electronic signing in system	Electronic
E-mails	Visitor	IT Server, Intranet	Both
Photo	Visitor	electronic signing in system	Electronic

Volunteers

Name	Individual	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan,	Both
Photo ID	Individual	electronic signing in system	Electronic
Gender	Individual	SIMS, Email, School Website, Contracts, 'Signing In System',	Both
Contact details	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both
DBS	Individual	Contractual records,	Both
Next of kin	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both
Car reg	Individual	[electronic signing in system]	Electronic

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?
Yes	Local Authority , Service providers , Payment Arrangements	Contractual Reasons	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes
Yes	Public , HR Provider (NCC), Occupational Health (Health Management Ltd), Contractors , Local Authority, Email	Contractual reasons	Yes

Yes	Public , HR Provider (NCC), Occupational Health (Health Management Ltd), Contractors , Local Authority , Email	Contractual reasons	Yes
Yes	Occupational Health, HR Serices	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Services	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Services	Advice on Employment	Yes
Yes	HR Services	Contractual Reasons	Yes
Yes	IT Company	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Services and	Advice on Employment	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Plumsun Ltd, Education Centre and other Venues	To run school visits and for activities (on-site and off site)	Yes

No	N/A	N/A	Yes
No	No	Shared with Ofsted for inspection purposes	Yes
No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes
No	N/A	N/A	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes
Yes	HR Services and	Advice on employment	Yes
Yes	HR Services and	Advice on employment	Yes
Yes	HR Services and	Advice on employment	Yes
No	N/A	Shared with Ofsted for	Yes
No	N/A	N/A	Yes
Yes	HR Services	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Services and	Contractual Reasons	Yes
Yes	HR Services	Contractual Reasons	Yes
No	N/A	N/A	Yes

Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes			Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes



Yes	Public , Contractors , Local Authority, Email	Contractual reasons	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes
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	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority, NHS, Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Change of School	Contractual reasons	Yes
Yes	Local Authority , Email, Plumsun	Contractual reasons	Yes
Yes	Local Authority, Email, Plumsun	To respond to pupils needs	Yes
Yes	Local Authority, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes
Yes	Local Authority, Ofsted, parents, Plumsun (electronic school visit form)	Safeguarding, contractual arrangements - pupil attendance at school	Yes

Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school, parents	Yes
Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes
Yes	N/A	N/A	Yes

Yes	IT Company	Contractual Reasons	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents,	Contractual arrangements	Yes
Yes	Local Authority	To respond to pupils needs	Yes
No	N/A	Check for school visits abroad, examination board check	Yes
Yes	Plumsun Ltd, Education Centre and other Venues	Check for school visits abroad, examination board check	Yes
Yes	Plumsun Ltd, Education Centre and other Venues	Check for school visits abroad	Yes
Yes	Local Authority , Email	Contractual reasons	Yes
Yes	Local Authority , Email	Contractual reasons	Yes
Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes

Yes	Local Authority , Service providers Email,	Contractual reasons	Yes
Yes	No	N/A	Yes
Yes	Local Authority , Service providers , Email,	Contractual reasons	Yes
Yes	Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority , Email	Contractual reasons	Yes
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.</i> <i>safeguarding report</i>), Email	Contractual reasons	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Local Authority (<i>i.e.</i> <i>safeguarding report</i>), Email	Contractual reasons	Yes
Yes	Local Authority, Email	Contractual reasons	Yes

Yes	IT Company	Contractual Reasons	Yes
Yes	Local Authority	Contractual reasons	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
Yes	N/A	N/A	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes



Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email	Contractual reasons	Yes
Yes	Public , Other contractors , Email	Contractual reasons	Yes
Yes	Public , Other contractors, Email	Contractual reasons	Yes
Yes	Public, Other contractors , Email	Contractual reasons	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	DBS Website for Update Service	Contractual reasons	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes
No	N/A	N/A	Yes

No	N/A	N/A	Yes
Yes	IT Company	Reasons for arranging a visit	Yes
No	N/A	N/A	Yes



Yes	Public , Other contractors, Email, HR Provider	Contractual reasons	Yes
No	N/A	N/A	Yes
Yes	Public , Other contractors, Email, HR Provider	Contractual reasons	Yes
Yes	Public , Other contractors , Email, HR Provider	Contractual reasons	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Public , Other contractors , Email, HR Provider	Contractual reasons	Yes
No	N/A	N/A	Yes

Should it be kept?	If kept, how long for?	Does anyone need informing that it has been corrected?	Public Task
Yes	6 Months, unless for reasons stated in other rows	No	
Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
Yes	Ongoing	No (unless changes of name)	4

Yes	Ongoing	No (unless changes of title)	4
Yes	Ongoing	No	4
Yes	Ongoing	No	4
Yes	6 months	No	4
Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	4
Yes	Ongoing	No	4
Yes	Ongoing (for pay)	No	4
Yes	Ongoing (for	No	4
Yes	Two years (for	No	4
Yes	Ongoing	No	4
Yes	Ongoing	No	4
Yes	Ongoing (for pay)	No	4
Yes	Two years (for	No	4
Yes	6 Months, the DBS number is kept ongoing	N/A	4
Yes	Ongoing	Plumsun	4

Yes	6 months	No	4
Yes	Ongoing	Yes	4
Yes	Ongoing, until the training is no longer valid	Yes	4
Yes	6 months	No	4
Yes	Ongoing (i.e. used on staff badges)	No	4
Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
Yes	Two years (for	No	4
Yes	Two years (for	No	4
Yes	Two years (for	No	4
Yes	Ongoing, until	Yes	4
Yes	Ongoing (for	No	4
Yes	6 months	No	4
No - used to check legally correct change of status/name	Less than 6 months	No	4
Yes	6 months or if an	No	4
Yes	6 months	No	4
Yes	6 months (unless	No	4

Yes	6 Months, the DBS number is kept ongoing	N/A	4
Yes	6 Months, the record that the check was undertaken is stored	N/A	4
Yes	6 Months, the record that the check was undertaken is stored	N/A	4
Yes	Ongoing	No (unless changes of name)	4
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
Yes	Ongoing	No (unless changes of name)	4

Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4

Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4

Yes	Ongoing	No	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes	4
Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4
No	Only during a visit	No	
No	Only during a visit	No	
No	Only during a visit	No	
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4

Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Yes	One day	No	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Yes	Ongoing, whilst	No	4
Yes	Ongoing	No (unless changes of name)	4
Yes	6 Months, the DBS number is kept ongoing	N/A	4
Yes	Ongoing, whilst the person is a Governor at the school	No	4
Yes	Ongoing, whilst the person is a Governor at the school		

Yes	Ongoing	No	4
Yes	Ongoing, whilst the person is a Governor at the school		
Yes	Ongoing, whilst the person is a Governor at the school		
Yes	Ongoing, whilst the person is a Governor at the school		
Yes	Ongoing, whilst the person is a Governor at the school		
Yes	Ongoing, whilst the person is a Governor at the school		
Yes	6 Months, the record that the check was undertaken is stored		
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

Yes	Ongoing	No (unless changes of name)	4
Yes	Ongoing	No (unless changes of name)	4
Yes	Ongoing	No (unless changes of name)	4
Yes	Ongoing	No (unless changes of name)	4
Yes	6 Months, the DBS number is kept ongoing	N/A	4
Yes	Kept as long as the current contract lasts	N/A	4
No	N/A	No	4
Yes	Kept as long as the current contract lasts	No	4
Yes	One day	No	4
Yes	One day	No	4
Yes	One day	No	4
Yes	One day	No	4

Yes	One day	No	4
No	Until the visit	No	4
Yes	One day	No	4
Yes	Ongoing	No (unless changes of name)	4
Yes	One day	No	4
Yes	For as long as the contract to volunteer	No	4
Yes	For as long as the contract to volunteer	No	4
Yes	6 Months, the DBS number is kept ongoing	N/A	4
Yes	For as long as the contract to volunteer	No	4
Yes	One day	No	4