

2. INFORMATION AUDIT Yelvertoft Primary School

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Dated 22nd May 2018

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.

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)	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	Parents, Staff, Pupils, Contractors, Governors, NHS Teams, Local Authority, Suppliers	IT Server, Intranet, MI systems	Both	Yes	Other Schools, Local Authority, Service providers	Contractual Reasons	Yes	Yes	6 Months, unless for reasons stated in other rows	No	Public task
Photos	Parents, Staff, Pupils, Contractors, Visitors	Locations in the school, newsletters, school events,	Both	Yes	Photographic company Tempest Photography	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
Staff											
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, Newsletters, Business Continuity Plan, Accident Returns, Single central record, areas around the school	Both	Yes	Public (i.e. if included on the website), HR Provider (NCC), Occupational Health (NCC), Contractors, Learning Platforms, Local Authority, School Support Services, Training Providers	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task

Contracts	Employee	SIMS, Staff File	Both	Yes	HR- NCC	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Gender	Employee	SIMS, Staff File, , Business Continuity Plan, Accident Returns, Single Central Record	Both	Yes	Public (<i>i.e. if included on the website</i>), HR Provider (NCC), Occupational Health (NCC)	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Public task
D.O.B	Employee	SIMS, Staff File, Accident returns, Single Central	Both	Yes	Occupational Health, HR Serices	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
National Insurance	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Job application	Employee	Staff File, on-line received from potential employee	Both	No	N/A	Contractual Reasons	Yes	Yes	6 months	No	Public task
References	Employee	Staff File	No	No	N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Public task
Pension Info	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Bank account	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task
Next of Kin	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	Public task
Appraisal	Employee	Staff File	Both	Yes	HR Services	Performance Management Evidence	Yes	Yes	Two years (for record of consistency)	No	Public task
Car registration	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid	No	Public task
Phone numbers	Employee	SIMS, Staff File, Business Continuity Plan	Both	Yes	HR Services, MASH team	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Email address	Employee	SIMS, Staff File, IT, Business Continuity Plan	Both	Yes	Public (<i>i.e. if included on the website</i>), HR Provider (NCC), Occupational Health (NCC), Contractors, Learning Platforms, Local Authority, School Support Services, Training Providers, MASH team	Contractual Reasons	Yes	Yes	Ongoing	No	Public task

Address	Employee	SIMS, Staff File, IT, Business Continuity Plan, Single Central Record	Both	Yes	HR Provider (NCC), Occupational Health (NCC)	Contractual Reasons	Yes	Yes	Ongoing	No, unless change of address	Public task
Salary	Employee	SIMS, Staff File,	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task
Sick absence / other absence	Employee	SIMS, Staff File	Both	Yes	HR Services and Occupational Health (NCC)	Contractual Reasons, Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Public task
DBS	Employee	SIMS, Staff File, Single central record	Both	Yes	DBS Website for Update Service	Safeguarding	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	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
Passport / ID info.	Employee	Staff File, Single central record	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public task
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both	No	No	Shared with Ofsted for safeguarding purposes	Yes	Yes	Ongoing	Yes	Public task
Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for an emergency response such as first aid, fire),	Both	No	N/A	Performance Management, School Development Plan, Ofsted, Business Continuity Plan, medical	Yes	Yes	Ongoing, until the training is no longer valid	Yes	Public task
Copy of qualifications	Employee	Staff File, Single central record	Both	No	N/A	Contractual Reasons	Yes	Yes	6 months	No	Public task
Photos for ID	Employee	SIMS, Staff File, staff photoboard, school website, personal lanyards	Both	Yes	Tempest Photography	Contractual arrangement for providing the photo	Yes	Yes	Ongoing	No	Public task
General Photos	Employee	Locations in the school, newsletters, school events	Both	Yes	Tempest Photography	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
Medical	Employee	SIMS, Staff File	Both	Yes	HR Services and Occupational Health	Support for Employee	Yes	Yes	Two years (for record of consistency)	No	Public task
Disciplinary	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment, support for employee	Yes	Yes	Two years (for record of consistency)	No	Public task

Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	Support for employee	Yes	Yes	Ongoing (for	No	Public task
Interview notes	Employee	Staff File	Physical	No	N/A	Contractual Reasons	Yes	Yes	6 months	No	Public task
Marriage Certs, Change of Deed	Employee	Staff File, Single central record	Both	Yes	HR (NCC) notify change of name	Contractual reasons	Yes	Yes	Less than 6 months	No	Public task
Disabilities	Employee	SIMS, 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
Teacher status check	Employee	Staff File, Single central record	Both	No	N/A	Contractual reasons	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
Disqualification by Association	Employee	Staff File	Both	No	N/A	Contractual reasons	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Public task
Pupils											
Name	Parent/Carer	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, Medical permission forms, Safeguarding, Health care plans, Attendance, club registers, areas around the school	Both	Yes	Public (i.e. if included on the website), Health Services, Contractors (i.e. Plumsun, educational visit sign off), Local Authority, Learning Platforms, Change of School	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Photos	Parent/Carer	Locations in the school (medical and publicity purposes), newsletters, school events	Both	No (unless taken by an external company)	Tempest Photography	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

Gender	Parent/Carer	SIMS, Pupil File, Pupil Progress, Registers, Medical documents	Both	Yes	Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority, Learning platforms, School support services, Change of school	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Parent/ Carer names	Parent/Carer	SIMS, Pupil File, Email, safeguarding reports, contractual document (such as permission slips), attendance documents, signing in system, health documents, medical permission forms, LAC documents	Both	Yes	Public (<i>i.e. if included on the website</i>), Local Authority, Learning platforms, School support services, 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
Address	Parent	SIMS, Pupil File, Email, safeguarding reports, contractual document (such as permission slips), medical documents	Both	Yes	Local Authority, NHS, Contractor, 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
SEN	Parent/Carer	SIMS, Pupil File, safeguarding reports, medical and contractual document	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Health professionals, 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
Medical	Parent/Carer	SIMS, Pupil File, Staff Room/ Medical register (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual documents, medical and permission forms	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Health professionals, Change of School, support services	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task

Allergies	Parent	SIMS, Pupil File, Staff Room/ Medical register (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual documents, medical and permission forms	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Health professionals, Change of School, support services	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task
Ethnicity and Religion	Parent/Carer	SIMS, Pupil File	Both	Yes	Local Authority, Change of school	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public task
Behaviour Records and Risk Assessments	Parent/Carer	SIMS, Progress Reports	Both	Yes	Local Authority, Change of school	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Teacher reports	Parent/Carer	SIMS, Progress Reports	Both	Yes	Local Authority, parents, change of school, learning platform	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Academic achievement	Parent/Carer	SIMS, Pupil file, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, change of school	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Siblings	Parent/Carer	SIMS, pupil file	Both	Yes	Local Authority, parents, change of school	Safeguarding, Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Family info	Parent/Carer	SIMS, pupil file	Both	Yes	Local Authority, parents	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
SATS results	Parent/Carer	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, change of school	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Assessments	Parent/Carer	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, change of school	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Tracking data	Parent/Carer	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, change of school, learning platform	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
First aid record	Parent/Carer	Accident report form	Both	Yes	Parents, NCC if serious accident	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
LAC / Court Orders	Parent/Carer	SIMS, pupil file, Safeguarding records, Virtual School	Both	Yes	Local Authority, Ofsted, parents, change of school	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Free School meals	Parent/Carer	SIMS, Pupil file	Both	Yes	Catering Provider, Ofsted, parents, School support services	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task

Emergency Contacts	Parent/Carer	SIMS, Pupil file	Both	Yes	Change of school	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Physical Intervention	Parent/Carer	SIMS, Pupil file, Bound and Numbered book	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Doctors details	Parent/Carer	SIMS, Pupil file	Both	Yes	Health professionals, parents, change of school	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
First language	Parent/Carer	SIMS, Pupil File	Both	Yes	Local Authority, change of school	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public task
Birth Certificates (copies)	Parent/Carer	Paper	Physical	No	Change of school	Evidence when joining school, parental responsibility	Yes	Yes	Ongoing, whilst the pupil is attending school	No	Public task
Parental											
Name	Parent/Carer	SIMS, Pupil File, Email, safeguarding reports, contractual document (such as permission slips),	Both	Yes	Local Authority, School support services, 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
Address	Parent/Carer	SIMS, Pupil file, safeguarding reports, contractual document	Both	Yes	Local Authority, change of school	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public task
Gender	Parent/Carer	SIMS	Electronic	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public task
Phone No.	Parent/Carer	SIMS, Pupil File	Both	Yes	Local Authority,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public task
Call History	Parent/Carer	Telephone call log	Electronic	No	N/A	N/A	Yes	Yes	One week	No	Public task
Letters	Parent/Carer	SIMS, Pupil File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public task

Relationship to pupil	Parent/Carer	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public task
Governors											
Name	Governor	Governor File, Single Central Record Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Safeguarding documents	Both	Yes	Public (<i>i.e. if included on the website</i>), Contractors, Local Authority (Contractual reasons	Yes	Yes	Ongoing until term of office complete	No (unless changes of name)	Public task
DBS- number only	Governor	Single Central Record	Both	Yes	DBS Website for Update Service	Safeguarding	Yes	Yes	Ongoing until term of office complete	N/A	Public task
Gender	Governor	Single Central Record	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public task
Email	Governor	IT Server, Governor file	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Address	Governor	Governor File, Single Central Record	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public task
Telephone numbers	Governor	Governor File	Both	Yes	Local Authority	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public task
Conflict of interest / Register of interest	Governor	Governor File,	Both	Yes	Public	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public task
Profile	Governor	Governor file, school website	Both	Yes	Local Authority	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public task
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both	Yes	Public (if included on the website)	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public task

Photos	Governor	Locations in the school (publicity purposes), newsletters, school events	Both	Yes	Tempest Photography	Contractual arrangement for providing the photo	Yes	Yes	School photo events - 5 years, newsletters - 2 years	No	Public task
Contractors											
Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, Single central record	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, Local Authority, Police	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, 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
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, 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
Telephone numbers	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan]	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
DBS number only	Contractor	Contractual records, Single central record	Both	Yes	DBS Website for Update Service	Safeguarding	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
Visitors											
Name	Visitor	Signing in system, Single central record	Both	No	N/A	Safeguarding	Yes	Yes	3 years	No	Public task
Car reg	Visitor	Signing in system, Single central record	Physical	No	N/A	N/A	Yes	Yes	One day	No	Public task
Gender	Visitor	Single central record	Electronic	No	N/A	N/A	Yes	Yes	3 years	No	Public task
DBS number only	Visitor	Single central record	Electronic	No	N/A	N/A	Yes	Yes	3 years	No	Public task
E-mails	Visitor	IT Server	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	Public task

Photo	Visitor	Locations in the school, newsletters	Both	No	N/A	N/A	Yes	Yes	2 years	No	Public task
Volunteers											
Name	Individual	Email, Signing In System, Single central record	Both	No	N/A	Safeguarding	Yes	Yes	2 years	No (unless changes of name)	Public task
Gender	Individual	Single central record	Both	No	N/A	Safeguarding	Yes	Yes	2 years	No	Public task
Contact details	Individual	Single central record	Both	Yes	N/A	Safeguarding	Yes	Yes	2 years	No	Public task
DBS number only	Individual	Single central record	Both	Yes	DBS Website for Update Service	Safeguarding	Yes	Yes	2 years	N/A	Public task