2. INFORMATION AUDIT

Personal or Sensitive 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, Intranet	Electronic
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school events, Inventory	Both
Staff			
Name	Employee	Arbor, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record] IT server, SIMS, FMS	Both
Address	Employee	Arbor, staff file, SIMS, FMS	Both
Contracts	Employee	Arbor, Staff File, IT Server L drive	

Gender	Employee	Arbor, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single sentral record], SIMS	Both
D.O.B	Employee	Arbor, Staff File, Email, SIMS	Both
National Insurance	Employee	Arbor, Staff File, SIMS	Both
Job application	Employee	Staff File, on-line received from potential employee	Both
References	Employee	Staff File	No
Pension Info	Employee	Arbor, Staff File, IT Server L drive	Both
Bank account	Employee	Arbor, Staff File, FMS (for some staff)	Both
Next of Kin	Employee	Arbor, Staff File, SIMS	Both
Appraisal	Employee	Staff File	Physical
Car registration	Employee	Staff File	Physical
Phone no.s	Employee	Arbor, Staff File, Email, IT server L drive, Business Continuity Plan	Both

Email address	Employee	Arbor, Staff File, IT	Both
Salary	Employee	Arbor, Staff File, IT Server L drive	Both
Sick absence / other absence	Employee	Staff File [also see staff appraisal], IT server L drive	Physical
DBS	Employee	Staff File, [See single central record], IT server L drive	Both
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both
Passport / ID info.	Employee	Staff File, [See single central record]	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 forand emergency response such as first aid, fire), [See single central record], SIMS	Both
Copy of qualifications	Employee	Staff File, [See single central record], SIMS	Physical
Photps for ID	Employee	Staff File, SIMS	Both

General Photos	Employee	Locations in the school, newsletters, school events	Both
Medical	Employee	Staff File	Both
Sickness / absence	Employee	Staff File, SIMS, IT server L drive	Both
Disciplinary	Employee	Staff File	Both
First aid record	Employee	Staff File, Staff Room walls and other locations in schools needed	Both
Emargency Contact	Employee	Arbor, Staff File,	Both
Interview notes	Employee	Staff File	Physical
Biometric	Employee		
Marriage Certs, Change of Deed	Employee	Staff File, [See single central record]	Physical
Disabilities	Employee	Staff File	Both
Sexual Preference	Employee	Anonomously collected	Physical
Previous work Experience	Employee	Staff File	Physical
Teacher status checK	Employee	Staff File, [See single central record]	Yes

Section 128 check	Employee	Staff File, [See single central record]	Both
Disqualification by Association	Employee	Staff File, [See single central record]	Both

Pupils

Name	Parent and pupil	Arbor, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absense recording line [deleted each day], SIMS, IT servers, Private Fund Manager (PFM), FMS	Both
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events, SIMS	Both

Gender	Parent	Arbor, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, SIMS	Both
Parents names	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], InVentory system, SIMS, PFM, FMS (only for refund purposes)	Both
Address	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], SIMS, FMS (only for refund purposes)	Both
SEN	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], SIMS	Both

Medical	Parent	Arbor, 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], SIMS, PFM	Both
Allergies	Parent	Arbor, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies), Kitchen (for catering purposes), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], PFM	Both
Ethnicity and Religion	Parent	Arbor, Pupil File, SIMS	Both
Behaviour Records and Risk Assessments	Parent	Arbor, Progress Reports, SIMS	Both
Teacher reports	Parent	Arbor, Progress Reports	Both

Academic achievement	Parent	Arbor, Progress Reports	Both
Siblings	Parent	Arbor, SIMS	Both
Family info	Parent	Arbor, SIMS	Both
SATS results	Parent	Arbor, Progress Reports, School Intranet	Both
Assessments	Parent	Arbor, Progress Reports, School Intranet, IT servers	Both
Tracking data	Parent	Arbor, Progress Reports, School Intranet, IT servers	Both
First aid record	Parent	Arbor, Paper located in Staff Room, Office, Medical Room	Both

Exam certificates	Parent	Arbor, Progress Reports, IT Server, School Intranet	Both
LAC / Court Orders	Parent	Arbor, Staff Office, IT Server, Intranet, SIMS	Both
Free School meals	Parent	Arbor, Staff Office, IT Server, Intranet, SIMS	Both
Emergency Contacts	Parent	Arbor, Staff Office, IT Server, Intranet, SIMS	Both
Email	Parent	Arbor, Pupil File, IT Server, Intranet, SIMS	Both
Physical Intervention	Parent	Arbor, Paper located in Staff Room, Office, Medical Room	Both
Doctors details	Parent	Arbor, Paper located in Staff Room, Office, Medical Room, SIMS	Both
First language	Parent	Arbor, Pupil File, SIMS	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	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], SIMS, PFM, FMS (only for refund purposes)	Both
Address	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], SIMS, FMS (only for refund purposes)	Both
Gender	Parent	Arbor, Pupil File, Email, safeguarding reports, SIMS	Both
Phone No.	Parent	Arbor, Pupil File, Email, SIMS	Both

Call History	Parent	Absense recording line [deleted each day]	Both
Letters	Parent	Arbor, Pupil File, Email	Both
Matrital status	Parent	Arbor, Pupil File, Email, safeguarding reports	Both
Relationship to pupil	Parent	Arbor, Pupil File, Email, safeguarding reports, SIMS	Both
Photos	Parent	InVentory signing in system	Electronic
Trustees			
Name	Trustees	Trustee File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single sentral record]	Both
DBS	Trustees	Trustee File, [See single central record]	Both
Gender	Trustees	Trustee File, Email, safeguarding reports	Both

Personal Contact details	Trustees	Trustee File, Email, safeguarding reports, Business Continuity Plan	Both
School Trustee Email (separate form personal email)	Trustees	Pupil File, IT Server, Intranet	Both
Address	Trustees	Trustee File	Both
Telephone No.s	Trustees	Trustee File, Business Continuity Plan	Both
Conflict of interest / Register of interest	Trustees	Trustee File	Both
Profile	Trustees	Trustee File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School Intranet	Both
Attendence at meetings	Trustees	Trustee File. School Website	Both
Section 128 check	Trustees	Trustee File, [See single sentral record]	Both

Photos	Trustees	Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system]	Both

Contractors

Name	Contractor	Email, School Website, Contracts, 'InVentory System', Business Continuity Plan, [See single sentral record]	Both
Address	Contractor	Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both
Gender	Contractor	Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both
Mobile phone	Contractor	Email, School Website, Contracts,Business Continuity Plan, [See single sentral record]	Both
DBS	Contractor	Contractual records, [See single central record]	Both
Organisation	Contractor	Contractual records, [See single central record]	Both

Biometric	Contractor		
Photos	Contractor	InVentory system	Electronic
VAT Info	Contractor	Contractual records, [See single central record]	Electronic

Visitors

Name	Visitor	InVentory system, School Register	Electronic
Car reg	Visitor	InVentory system, School Register	Electronic
Gender	Visitor	InVentory system, School Register	Electronic
Organisation	Visitor	InVentory system, School Register	Electronic
DBS	Visitor	InVentory system, School Register	Electronic
E-mails	Visitor	IT Server, Intranet	Both
Photo	Visitor	InVentory system	Electronic

Volunteers

Name	Individual	Email, School Website, Contracts, InVentory system, Business Continuity Plan, [See single sentral record], Work Experience File, IT server (work experience folder)	Both
Photo ID	Individual	InVentory system	Electronic

Gender	Individual	School Website, Contracts, 'Signing In System', [See single sentral record]	Both
Contact details	Individual	Email, Contracts, IT Server, School Intranet, Work Experience File	Both
DBS	Individual	Contractual records, [See single central record]	Both
Next of kin	Individual	Email, Contracts, IT Server, School Intranet, Work Experience File	Both
Car reg	Individual	InVentory 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: such as HR, Payroll (for staff) ABM, ParentPay (for parents)	Contractual Reasons	Yes
No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes

Yes	Public (*i.e. included on the website*), EPM, , Contractors (*i.e. Plumsun, Payroll, HR*), Local Authority Email; Arbor, Parentpay, MyConcern, other curriculum software applications ie Lexia	Contractual reasons	Yes
Yes	Payroll, HR	Contractual reasons	Yes

Yes	Public (*i.e. included on the website*), EPM, , Contractors (*i.e. Plumsun, Payroll, HR*), Local Authority Email; Arbor	Contractual reasons	Yes
Yes	Occupational Health, HR Serices; MIS system - Arbor	Contractual Reasons	Yes
Yes	HR Payroll; MIS system - Arbor	Contractual Reasons	Yes
Yes	HR Services; Arbor	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Payroll, Arbor	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
No	Arbor	N/A	Yes
Yes	HR Services, Arbor	Advice on Employment	Yes
No	N/A	N/A	Yes
Yes	HR Services, Arbor	Contractual Reasons	Yes

Yes	IT Company, Arbor	Contractual Reasons	Yes
Yes	HR Payroll	Contractual Reasons	Yes
Yes	HR Services and Occupational Health, Arbor	Advice on Employment	Yes
Yes	DBS Website for Update Service, Arbor	Check DBS for New Employee	Yes
Yes	Plumsun Ltd, Education Centre and other Venues, Evolve	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 Occupational Health	Advice on employment	Yes
Yes	HR Services and Occupational Health	Advice on employment	Yes
Yes	HR Services and Occupational Health	Advice on employment	Yes
No	Arbor	Shared with Ofsted for inspection purposes, business continuity plan and for medical	Yes
No	N/A	N/A	Yes
Yes	HR Services	Contractual Reasons	Yes
No	N/A	N/A	Yes
Yes	HR Services and occupational health	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 or Ofsted	Check DBS for New Employee or existing that raises concerns	Yes

Yes	Contractors (E*ducational visit sign off, Arbor, external agencies suchs as the Educational Psychologist*), Local Authority (Eg, S*afeguarding Team, NHS*), Email,ParentPay, ABM, Educational software & Apps (eg Oxford Owl, STAR Assessments, TT Rockstars, SORA), MyConcern	Contractual reasons	Yes
No (unless taken by an external company)	Yes, photographic company Public (website and twitter) Parents (website and twitter) MIS system - Arbor	Contractual arrangement for providing the photo	Yes

Yes	Public (i.e. included on the website), EPM, , Contractors (i.e. Plumsun, Payroll, HR), Local Authority Email; MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority (*i.e. Safeguarding Team*), Email, Contractors such as ParentPay and ABM; MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority, NHS, Email; MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority (*i.e. safeguarding report, SEN Team*), Email, Change of School; MIS system - Arbor	Contractual reasons	Yes

Yes	Local Authority (*i.e. safeguarding report*), Email, Plumsun (emergency response on school visits); MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority (i.e. safeguarding report), Email, Plumsun (emergency response on school visits); MIS system - Arbor	To respond to pupils needs	Yes
Yes	Local Authority, Plumsun (emergency response on school visits); MIS system - Arbor	To respond to pupils needs	Yes
Yes	Local Authority, Ofsted, parents, Plumsun (electronic school visit form)	Safeguarding, contractual arrangements - pupil attendence at school	Yes
Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements - pupil attendence at school	Yes

Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements - pupil attendence at school, parents	Yes
Yes	Local Authority, Ofsted; MIS system - Arbor	Safeguarding, safeguarding audits, contractual arrangements - pupil attendence at school	Yes
Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Safeguarding, safeguarding audits, contractual arrangements - pupil attendence at school	Yes
Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents (if involved in school events/trips), MIS system - Arbor	Contractual arrangements	Yes

Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents; MIS system - Arbor	Contractual arrangements	Yes
Yes	ABM, Ofsted, parents; MIS system - Arbor	Contractual arrangements	Yes
Yes	MIS system - Arbor	N/A	Yes
Yes	IT Company; MIS system - Arbor	Contractual Reasons	Yes
Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes
Yes	Local Authority, Ofsted, parents, ; MIS system - Arbor	Contractual arrangements	Yes
Yes	Local Authority; MIS system - Arbor	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 (i.e. safeguarding report), Email, ParentPay, ABM; MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority (i.e. safeguarding report), Email, ParentPay, ABM; MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority (i.e. safeguarding report), Email, ParentPay, ABM; MIS system - Arbor	Contractual reasons	Yes
Yes	Local Authority (i.e. safeguarding report), Email, ParentPay, ABM; MIS system - Arbor	Contractual reasons	Yes

Yes	No	N/A	Yes
Yes	Local Authority (i.e. safeguarding report), Email, ParentPay, ABM	Contractual reasons	Yes
Yes	Local Authority (i.e. safeguarding report), Email, Contractors where parents have shared this information through the use of a title (ParentPay, ABM)	Contractual reasons	Yes
Yes	Local Authority (i.e. safeguarding report), Email, Contractors where parents have shared this information (ParentPay, ABM; MIS	Contractual reasons	Yes
No	N/A	N/A	Yes
Yes	Public (i.e. on the website), HR Provider Contractors (i.e. Plumsun, Trustee training Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Local Authority (*i.e. safeguarding report*), Email	Contractual reasons	Yes

Yes	Local Authority (*i.e. in terms of a safeguarding report* only if appropriate to need), Email	Contractual reasons	Yes
Yes	IT Company, parents (chair of Trustees only), Secure Trustee membership sites (where applicable)	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

No (unless taken by an external company)	Yes, photographic company, parents if photo on website	Contractual arrangement for providing the photo	Yes

Yes	Public (*if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), Email	Contractual reasons	Yes
Yes	Public (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), Email	Contractual reasons	Yes
Yes	Public (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), Email	Contractual reasons	Yes
Yes	Public (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), 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 (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), Email, HR Provider	Contractual reasons	Yes
No	N/A	N/A	Yes

Yes	Public (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), Email, HR Provider	Contractual reasons	Yes
Yes	Public (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), Email, HR Provider	Contractual reasons	Yes
Yes	DBS Website for Update Service	Check DBS for New Employee	Yes
Yes	Public (*i.e. if included on the website*), Other contractors (*i.e. Plumsun for edcuational visits, accident reporting*), 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?	Legal basis for holding the information
Yes	Ongoing whilst relationship in place	No	4 - Public task
Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	Ongoing	Payroll Provider	4 - Public task
			4 - Public task

Yes	Ongoing	No (unless changes of title)	4 - Public task
Yes	Ongoing	No	4 - Public task
Yes	Ongoing	No	4 - Public task
Yes	Remain on file for duration of employment then archived for 7 years	No	4 - Public task
Yes	Remain on file for duration of employment then archived for 7 years	No	4 - Public task
Yes	Ongoing	No	4 - Public task
Yes	Ongoing (for pay)	No	4 - Public task
Yes	Ongoing (for emergency contact)	No	4 - Public task
Yes	Three years (for record of consistancy)	No	4 - Public task
Yes	Whilst valid		4 - Public task
Yes	Ongoing	No	4 - Public task

Yes	Ongoing	No	4 - Public task
Yes	Ongoing (for pay)	No	4 - Public task
Yes	During employment and for a following 7 years (for record of consistancy)	No	4 - Public task
Yes	the DBS number is kept ongoing	N/A	4 - Public task
Yes	7 years	Plumsun	4 - Public task
Yes	In personnel file during employment and	No	4 - Public task
Yes	Ongoing	Yes	4 - Public task
Yes	Ongoing, until the training is no longer valid unless training in safeguarding matters	Yes	4 - Public task
Yes	In personnel file during employment and	No	4 - Public task
Yes	Ongoing (i.e. used on staff badges)	No	4 - Public task

Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4 - Public task
Yes	In personnel file during employment and archived for 7	No	4 - Public task
Yes	In personnel file during employment and	No	4 - Public task
Yes	In personnel file during employment and archived for 7	No	4 - Public task
Yes	In personnel file during employment and archived for 7	Yes	4 - Public task
Yes	Ongoing (for	No	4 - Public task
Yes	In personnel file during employment and	No	4 - Public task
			4 - Public task
No - used to check legally correct change of status/name	In personnel file during employment and archived for 7 years. Not	No	4 - Public task
Yes	In personnel file during employment and archived for 7	No	4 - Public task
Yes	In personnel file during	No	4 - Public task
Yes	In personnel file during	No	4 - Public task
Yes	6 Months, the DBS number is kept ongoing	N/A	4 - Public task

Yes	the record that the check was undertaken is stored on the SCR	N/A	4 - Public task
Yes	The check is retained in the person's file and it is also recorded that the check ~~was undertaken~~	N/A	4 - Public task
Yes	Ongoing whilst children at school, and only kept if safeguarding requires. Accident records must be kept and names will be kept in this	No (unless changes of name)	4 - Public task
Yes, for medical resasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4 - Public task

Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence (unless safeguarding requirements)	No (unless changes of name)	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence (unless safeguarding requirements)	No (unless changes of name)	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4 - Public task

Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4 - Public task
Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4 - Public task
Yes	Ongoing, whilst the pupil is attending school unless part of wider safeguarding concerns	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school	Yes	4 - Public task

Yes	Ongoing whilst child at school, and for the following 3 years for the school's performance data	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school(unless safeguarding requirements)	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school (unless safeguarding requirements)	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school and for the following 3 years for the school's performance data	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school (unless safeguarding requirements or requirement due to Health & Safety)	Yes	4 - Public task

Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school(unless safeguarding requirements)	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school(unless safeguarding requirements)	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school	Yes	4 - Public task
Yes	Ongoing	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school (unless safeguarding requirements)	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school (unless safeguarding requirements)	Yes	4 - Public task
Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4 - Public task
No	In pupil file for duration of school time (unless safeguarding requirements)	No	4 - Public task

No	Only during a visit	No	4 - Public task
No	Only during a visit	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence (unless safeguarding requirements)	No (unless changes of name)	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence (unless safeguarding requirements)	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No	4 - Public task

Yes	One day	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence (unless safeguarding requirements)	No	4 - Public task
Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No	4 - Public task
No	ongoing in InVentory	No	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	the DBS number is kept ongoing	N/A	4 - Public task
Yes	Ongoing, whilst the person is a Trustee at the school	No	4 - Public task

Yes	Ongoing, whilst the person is a Trustee at the school		4 - Public task
Yes	Ongoing	No	4 - Public task
Yes	Ongoing, whilst the person is a Trustee at the school		4 - Public task
Yes	Ongoing, whilst the person is a Trustee at the school		4 - Public task
Yes	Ongoing, whilst the person is a Trustee at the school		4 - Public task
Yes	Ongoing, whilst the person is a Trustee at the school		4 - Public task
Yes	Ongoing, whilst the person is a Trustee at the school		4 - Public task
Yes	the record that the check was untertaken is stored on the SCR		4 - Public task

Yes, for medical resasons, publicity and information purposes about the school's achievements and records	Ongoing in InVentory system.School photo events - 5 years, newsletters - 2 years	No	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	the DBS number is kept ongoing	N/A	4 - Public task
Yes	Kept as long as the current contract lasts	N/A	4 - Public task

			4 - Public task
No	ongoing in InVentory	No	4 - Public task
Yes	Kept as long as the current contract lasts	No	4 - Public task
Yes	ongoing on InVentory	No	4 - Public task
Yes	ongoing on InVentory if provided	No	4 - Public task
Yes	Not recorded	No	4 - Public task
Yes	ongoing on InVentory if provided	No	4 - Public task
Yes	ongoing on InVentory if provided/ required	No	4 - Public task
No	Ongoing as appropriate for the contract	No	4 - Public task
Yes	ongoing on InVentory if provided	No	4 - Public task
Yes	Ongoing	No (unless changes of name)	4 - Public task
Yes	ongoing on InVentory if provided	No	4 - Public task

Yes	For as long as the contract to volunteer	No	4 - Public task
Yes	For as long as the contract to volunteer	No	4 - Public task
Yes	the DBS number is kept ongoing	N/A	4 - Public task
Yes	For as long as the contract to volunteer	No	4 - Public task
Yes	ongoing on InVentory if provided	No	4 - Public task