

2. INFORMATION AUDIT

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Dated 26th March 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.

Suggested sections -

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	Staff, Children, Parents, Governors, Contractors, Local Authority, Other Professionals	IT Server, Internet	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Service providers, Contractors, Other Professionals	Contractual Reasons, Statutory, Safeguarding	Yes	Yes	6 Months, unless for reasons stated in other rows	No	Public Task, Contractual
Photos	Staff, Children, Parents	Locations in the school, school events (eg school photographer), Tapestry, Advertising	Both	Yes	photographic company, newspaper, advertising company	Curricular, Parental Involvement in Childrens Learning, advertising	Yes	Yes, for publicity and information purposes about the school and child's achievements and records	Tapestry - current year (deleted/destroyed annually), advertising 7 years	No	Public Task
Staff											
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, single central record, safeguarding posters, governor reports, school	Both	Yes	Public (<i>i.e. if included on the website</i>), HR Provider (NCC), Occupational Health (HML), Contractors (<i>i.e. Plumsun, training providers</i>), Local Authority (<i>i.e. safeguarding report</i>),	Contractual reasons	Yes	Yes	Ongoing	No (unless change of name)	Public Task, Contractual

Contracts	Employee	SIMS, Staff File, NCC	Both	Yes	NCC	Contractual reasons	Yes	Yes	Ongoing	Yes (employee and NCC)	Public Task, Contractual
Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, single central record, safeguarding posters,	Both	Yes	Public (i.e. if included on the website), HR Provider (NCC), Occupational Health (HML), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Public Task, Contractual
D.O.B	Employee	SIMS, Staff File	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, Contractual
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services, Teach Northants for applications	Contractual Reasons	Yes	Yes	6 months for candidates, ongoing for current employees, 7 years after leaving for leavers	No	Public Task, Ofsted Requirement
References	Employee	Staff File	Both	No	N/A	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task, Ofsted Requirement
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	Physical	No	N/A	Emergency Reasons	Yes	Yes	Ongoing (for	No	Public Task
Appraisal	Employee	Staff File	Both	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for	No	Public Task
Car registration	Employee	Staff File	Both	No	N/A	Contractual Reasons	Yes	Yes	Whilst valid	No	Public Task
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes	Contractors	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Email address	Employee	SIMS, Staff File, IT, Contractors, HR, LA, Other Professionals, Parents	Both	Yes	IT, Contractors, HR, LA, Other Professionals, Parents	Contractual Reasons	Yes	Yes	Ongoing	No	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	Staff File [also see staff appraisal], Finance Records, Governors Reports, HML, Absence Insurer	Both	Yes	HR Services and Occupational Health	Advice on Employment	Yes	Yes	Ongoing	No	Public Task

DBS	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
On-site and off-site visits - risk assessments	Employee	Paper (taken on and off site) and Electronic documents	Both	No		To run school visits and for activities (on-site and off site)	Yes	Yes	Annually	No	Public Task
Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No	N/A	Statutory	Yes	Yes	Ongoing	No	Public Task, Ofsted Requirement
Single Central record	Employee, Governors, Volunteers, Contractors	Single Central Record [information collected is included on this form]	Both	No	No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes - Safeguarding governor	Public Task, Ofsted Requirement
Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for an 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	Public Task
Copy of qualifications	Employee	Staff File, [See single central record]	Both	No	N/A	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	No	Public Task, Ofsted Requirement
General Photos	Employee	Locations in the school, school events	Both	No	n/a	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,	No	Public Task
Medical	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of	No	Public Task
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of	No	Public Task
Disciplinary	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Two years (for record of	No	Public Task
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted for	Yes	Yes	Ongoing, until	Yes	Public Task
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	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, [See single central record]	Both	Yes	HR Services	Contractual Reasons	Yes	No - used to check legally correct change of status/name	Ongoing	No	Public Task
Disabilities	Employee	Staff File	Both	Yes	HR Services and occupational health	Contractual Reasons	Yes	Yes	6 months or if an ongoing	No	Public Task
Sexual Preference	Employee	Anonously collected	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing (see application form)	No	Public Task

Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to keep it longer)	No	Public Task
Teacher status check	Employee	Staff File, [See single central record]	Both	Yes	Teacher Status Check Website	Check Teacher status for new employee	Yes	Yes	ongoing	N/A	Public Task, Ofsted Requirement
Disqualification by Association	Employee	Staff File, [See single central record]	Physical	No	n/a	New employee check	Yes	Yes	Ongoing	N/A	Public Task, Ofsted Requirement
Children											
Name	Parent and child	SIMS, child File, Email, child Progress, Registers, Newsletters, Accident Returns, Tapestry, finance records	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Other Professionals	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Photos	Parent and child	Locations in the school (medical and publicity purposes), school events, tapestry	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, publicity - 7 years, Tapestry - current year, deleted annually	No	Public Task
Gender	Parent	SIMS, child File, child Progress, Registers, Newsletters, Accident Returns, Tapestry, finance records	Both	Yes	Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority (<i>i.e. safeguarding report</i>), Other Professionals	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Parents names	Parent	SIMS, child File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), Tapestry, finance records	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>),	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance, except finance records	No (unless changes of name)	Public Task

Address	Parent	SIMS, child File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line, finance records	Both	Yes	Local Authority, NHS, other professionals	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance, except finance records	No (unless changes of name)	Public Task
SEN	Parent	SIMS, child File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), finance records	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Change of School	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance, except finance records	No (unless changes of name)	Public Task
Medical	Parent	SIMS, child File, Staff Room/Reception (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence record	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), other professionals	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Allergies	Parent	SIMS, child File, Staff Room/Reception (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), abence record	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Plumsun (emergency response on school visits)	To respond to childs needs	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance	No (unless changes of name)	Public Task
Ethnicity and Religion	Parent	SIMS, child File	Both	Yes	Local Authority	To respond to childs needs	Yes	Yes	Ongoing, whilst the child is attending school	Yes, parents if needs change	Public Task
Behaviour Records and Risk Assessments	Parent	Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, contractual arrangements - child attendance at school	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
Teacher reports	Parent	Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - child attendance at school	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task

Academic achievement	Parent	Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - child attendance at school, parents	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
Siblings	Parent	SIMS	Both	Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - child attendance at school	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
Family info	Parent	SIMS	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - child attendance at school	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
Assessments	Parent	Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
Tracking data	Parent	Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
First aid record	Parent	Paper located in Staff Room, Office	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server,	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing	Yes	Public Task
Emergency Contacts	Parent	SIMS, Staff Office, IT Server,	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
Email	Parent	SIMS, child File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Doctors details	Parent	SIMS, child File	Both	Yes	Local Authority, Ofsted, parents,	Contractual arrangements	Yes	Yes	Ongoing, whilst the child is attending school	Yes	Public Task
First language	Parent	SIMS, child File, assessments	Both	Yes	Local Authority	To respond to child's needs	Yes	Yes	Ongoing, whilst the child is attending school	Yes, parents if needs change	Public Task
Birth Certificates	Parent	child File	Physical	No	N/A	Contractual reasons	Yes	No	Ongoing, whilst the child is attending school	No	Public Task
Parental											
Name	Parent	SIMS, child File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), finance records	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance, except finance records	No (unless changes of name)	Public Task

Address	Parent	SIMS, child File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), finance records	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance, except finance records	No	Public Task
Gender	Parent	SIMS, child File, Email, safeguarding reports,	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance	No	Public Task
Phone No.	Parent	SIMS, child File, Email	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance	No	Public Task
Letters	Parent	SIMS, child File, Email, finance records	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the child is attending school, and for 6 months following attendance, except finance records	No	Public Task
Relationship to child	Parent	SIMS, child File,	Both	Yes	Local Authority (<i>i.e.</i>	Contractual reasons	Yes	Yes	Ongoing, whilst	No	Public Task
Governors											
Name	Governor	Governor File, Email, School Website, Course Certificates, 'Signing In System', Newsletters, Business Continuity Plan, single central record, governor meeting files	Both	Yes	Public (<i>i.e. if included on the website</i>), Local Authority, Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
DBS	Governor	Governor File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
Gender	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task

Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
Email	Governor	SIMS, child File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Address	Governor	SIMS, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	Public Task
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	Public Task
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	Public Task
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing	No	Public Task

Contractors

Name	Contractor	SIMS, Email, Contracts, 'Signing In System', Business Continuity Plan, single central record, finance records	Both	Yes	Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Address	Contractor	Email, Contracts, Business Continuity Plan, single central record, finance records	Both	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	Ongoing	No (unless changes of name)	Public Task
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	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	Ongoing	No (unless changes of name)	Public Task
Mobile phone	Contractor	SIMS, Email, Contracts, 'Signing In System', Business Continuity Plan, single central record, finance records	Both	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	Ongoing	No (unless changes of name)	Public Task

DBS	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
VAT Info	Contractor	Contractual records, finance records	Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts, except finance records	No	Public Task
Visitors											
Name	Visitor	Signing in system	Physical	No	N/A	N/A	Yes	Yes	3 months	No	Public Task
Car reg	Visitor	Signing in system	Physical	No	N/A	N/A	Yes	Yes	3 months	No	Public Task
Gender	Visitor	Signing in system	Physical	No	N/A	N/A	Yes	Yes	3 months	No	Public Task
Organisation	Visitor	Signing in system	Physical	No	N/A	N/A	Yes	Yes	3 months	No	Public Task
Volunteers											
Name	Individual	Email, 'Signing In System', single central record, volunteers file	Both	Yes	Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
ID	Individual	volunteers file	physical	No	N/A	N/A	Yes	Yes	ongoing	No	Public Task
Gender	Individual	Email, 'Signing In System', single central record, volunteers file	Both	Yes	email	Contractual reasons	Yes	Yes	ongoing	No	Public Task
Contact details	Individual	Email, volunteers file	Both	Yes	email	Contractual reasons	Yes	Yes	ongoing	No	Public Task
DBS	Individual	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
emergency contacts	Individual	volunteers file	physical	No	N/A	N/A	Yes	Yes	ongoing	No	Public Task