

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? is it shared with the organisation or individuals?	Why	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, Governors	IT Server, Intranet	Electronic	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements], [See other rows that include Email],	Contractual Reasons		Yes	Yes	6 Months, unless for reasons stated in other rows	No	Public Task
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors, Governors	Locations in the school, newsletters, school events, [Electronic signing in system], personnel folder - passport / driving licence	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	No	Public Task
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], EPM	Both	Yes	Public (i.e. if included on the website), HR Provider (EPM), Occupational Health (Heales), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual Reasons		Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Contracts	Employee	SIMS, Staff File, Electronically										Public Task
Gender	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 (EPM), Occupational Health (Heales), 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
D.O.B	Employee	SIMS, Staff File, Email, single central record	Both	Yes	Occupational Health (Heales), HR Services (EPM)	Contractual Reasons		Yes	Yes	Ongoing	No	Public Task
National Insurance	Employee	SIMS, Staff File	Both	Yes	HR Payroll (EPM)	Contractual Reasons		Yes	Yes	Ongoing	No	Public Task
Job application	Employee	Staff File, on-line received from potential employee, SIMS	Both	Yes	HR Services	Contractual Reasons		Yes	Yes	6 months	No	Public Task
References	Employee	Staff File, online SCR 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 emergency contact)	No	Public Task
Appraisal	Employee	Staff File	Physical	Yes	HR Services (EPM)	Advice on Employment		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 business use		Public Task
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes	HR Services (EPM)	Contractual Reasons		Yes	Yes	Ongoing	No	Public Task
Email address	Employee	SIMS, Staff File, IT, Emails	Both	Yes	IT Company (Bedford College)	Contractual Reasons		Yes	Yes	Ongoing	No	Public Task
Salary	Employee	SIMS, Staff File	Both	Yes	HR Payroll (EPM)	Contractual Reasons		Yes	Yes	Ongoing (for pay)	No	Public Task
Sick absence / other absence	Employee	Staff File [also see staff appraisal], EPM	Both	Yes	HR Services (EPM) and Occupational Health (Heales)	Advice on Employment		Yes	Yes	Two years (for record of consistency)	No	Public Task

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DBS	Employee	Staff File, [See single central record], SIMS	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 (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, [See single central record], emails	Both	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 inspection purposes		Yes	Yes	Ongoing	Yes	Public Task
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]	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]	Physical	No	N/A	N/A		Yes	Yes	For as long as the employee is employed by the UTC.	No	Public Task
Photos for ID	Employee	Staff File / Email	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo		Yes	Yes	Ongoing (i.e. used on staff badges)	No	Public Task
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	No	Public Task
Medical	Employee	Staff File / Email	Both	Yes	HR Services and Occupational Health	Advice on employment		Yes	Yes	Two years (for record of consistency)	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 consistency)	No	Public Task
Disciplinary	Employee	Staff File / Email	Both	Yes	HR Services and Occupational Health	Advice on employment		Yes	Yes	Two years (for record of consistency)	No	Public Task
First aid 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]	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
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A		Yes	Yes	Ongoing (for emergency contact)	No	Public Task
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons		Yes	Yes	6 months	No	Public Task
Biometric	Employee											Public Task
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	Less than 6 months	No	Public Task

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? is it shared with the organisation or individuals?	Why	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
Disabilities	Employee	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
Sexual Preference	Employee	Anonously collected	Physical	Yes	HR Services	Contractual Reasons		Yes	Yes	6 months	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]	Yes	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
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes				Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Public Task
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee		Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Public Task
Pupils (information with * also collected for applications to the school whilst a live applicant or a current student at school)												
Name*	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absense recording line [deleted each day]	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)	Public Task
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 resasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public Task
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)	Public Task
Parents names*	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [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)	Public Task
Address*	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [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)	Public Task

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SEN*	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. <i>safeguarding report</i>), 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)	Public Task
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), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. <i>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)	Public Task
Allergies	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), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. <i>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)	Public Task
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	Public Task
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	Public Task
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	Public Task
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	Public Task
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	Public Task
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	Public Task
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	Public Task
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	Public Task
Tracking data including attendance	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements		Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task

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First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements		Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements		Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	Public Task
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	Public Task
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	Public Task
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	Public Task
Email*	Parent	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons		Yes	Yes	Ongoing	No	Public Task
Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements		Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents,	Contractual arrangements		Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Biometric	Parent											Public Task
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	Public Task
Birth Certificates	Parent	Paper	Physical	No	N/A	Check for school visits abroad, examination board check		Yes	No	Only during a visit	No	Public Task
Passport details	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Education Centre and other Venues	Check for school visits abroad, examination board check		Yes	No	Only during a visit	No	Public Task
European Health card	Parent	Paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Education Centre and other Venues	Check for school visits abroad		Yes	No	Only during a visit	No	Public Task
Parental												
Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [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)	Public Task
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [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	Public Task

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Gender	Parent	SIMS, Pupil File, Email, safeguarding reports,	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	Public Task
Phone No.	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements]Email,	Contractual reasons		Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Call History	Parent	Absence recording line [deleted each day]	Both	Yes	No	N/A		Yes	Yes	One day	No	Public Task
Letters	Parent	SIMS, Pupil File, Email	Both	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements], Email,	Contractual reasons		Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	Public Task
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports	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	Public Task
Relationship to pupil	Parent	SIMS, Pupil File, Email, safeguarding reports	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	Public Task
Governors												
Name	Governor	SIMS, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), 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.e. safeguarding report), 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.e. safeguarding report), Email	Contractual reasons		Yes	Yes	Ongoing, whilst the person is a Governor at the school		Public Task
Email	Governor	SIMS, Pupil File, IT Server, Intranet	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		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		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		Public Task

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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		Public Task
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		Public Task
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		Public Task
Photos	Governor	Locations in the school (publicity purposes), newsletters, school events, [electronic signing in system]	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	Public Task

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)	Public Task
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 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, [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)	Public Task
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 educational visits, accident reporting), 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
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	Public Task
Biometric	Contractor											Public Task
Photos	Contractor	[electronic signing in system]	Electronic	No	N/A	N/A		Yes	No	N/A	No	Public Task
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	Public Task

Visitors

Name	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
Car reg	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task

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Gender	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
Organisation	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
DBS	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company	Reasons for arranging a visit		Yes	No	Until the visit	No	Public Task
Photo	Visitor	[electronic signing in system]	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
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)	Public Task
Photo ID	Individual	[electronic signing in system]	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
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	For as long as the contract to volunteer	No	Public Task
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	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
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	Public Task
Car reg	Individual	[electronic signing in system]	Electronic	No	N/A	N/A		Yes	Yes	One day	No	Public Task
Address	Individual	SIMS, Email, Contracts, IT Server, School Intranet	Both	No	N/A	Contractual reasons		Yes	Yes	One day	No	Public Task