

2. INFORMATION AUDIT

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Dated 26th March 2018

Specific - General											
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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
E-Mails	Parent / Guardian / Governors / Suppliers / Volunteers /Staff / Pupils / Contractors	IT Server, Intranet, Internet	Both	Yes	Organisations and individuals	Contractual Reasons / Safeguarding / Legislative Requirement	Yes	Yes	In line with relevant legislative guidelines for specific scenarios	No	Public Task
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, Newsletters, School events, Social media, ID Badges	Both	Yes	Photographic company / Catering Provider / ID badge Provider / Year Book Supplier	Contractual arrangement for providing the photo / Legislative requirement for identification requirements	Yes	Yes, for publicity and information purposes	School events , Social Media / in line with relevant legislative requirements	No	Public Task
DBS Appilcation & Single Central Record (including 128 Check)	Employee / Governors / Contractors / Volunteers / Visitors	Single Central Record	Both	Yes	DBS Website Supply Staff Agencies	Full Check DBS for New Employees / Governors / Volunteers DBS Clearance number for Visitors & Contractors	Yes	Yes	Ongoing & Legislative	No	Public Task
Identification Documents	Employee / Governors / Contractors / Volunteers / Visitors	Staff File (ID) Single Central Record	Both	Yes	DBS Website	Full Check DBS for New Employees / Governors / Volunteers DBS Clearance number for Visitors & Contractors	Yes	Yes	Ongoing & Legislative	Yes	Public Task
Specific - Employee											

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, Single Central Record	Both	Yes	Public HR Provider Occupational Health Provider Contractors Local Authority Email Statutory returns	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
DOB Address Telephone & Email details Contract details NI Gender Pension Bank Details Car Registration Absence	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, Single Central Record	Both	Yes	Public HR Provider Occupational Health Provider Contractors Local Authority Email Statutory returns	Contractual reasons	Yes	Yes	Ongoing	No	Public Task
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services Recruitment Agency	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
References	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing	No	Public Task
Medical	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Ongoing	No	Public Task
Next of Kin	Employee	Intranet	Both	No	Yes - Trip Service Provider	N/A	Yes	Yes	Ongoing (emergencies)	No	Public Task
Appraisal	Employee	Staff File	Both	Yes	Software provider	Contractual reasons	Yes	Yes	Ongoing & Legislative	No	Public Task

Specific - Employee

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Visit - Risk assessments (Next of Kin)	Employee	Both	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
Training record & Qualifications (inc Teacher Status Check)	Employee	Staff File, Staff Room walls and other locations in school (for emergency response such as first aid, fire),	Both	Software & Course Providers	N/A	Ofsted for inspection purposes, business continuity plan and medical emergencies	Yes	Yes	Ongoing & Legislative	Yes	Public Task
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public Task
Disciplinary	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	Legislative Guidelines	No	Public Task
Biometric	Employee	Cashless System	Electronic	No	N/A	Access to catering facilities	Yes	Yes	Duration of contract	No	Public Task
Marriage Certs, Change of Name Deed	Employee	Staff File	Physical (if disclosed)	No	N/A	N/A	Yes	Yes - evidence of change	Ongoing & Legislative Guidelines	Yes HR Systems	Public Task
Disabilities	Employee	Staff File	Both	Yes	HR Services and Occupational Health	If disclosed as part of the recruitment process or later if part of support program	Yes	Yes	Ongoing	No	Public Task
Sexual Preference	Employee	Anonomously collected	Physical	No			Yes	Yes	Ongoing	No	Public Task
Previous work Experience	Employee	Staff File	Both	Yes	HR Services	Contractual	Yes	Yes	Ongoing & Legislative Guidelines	No	Public Task

Pupils

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Name	Parent and pupil	SIMS, Go4Schools, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absense recording line [deleted each day]	Both	Yes	Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority & Department for Education, Email	Contractual reasons	Yes	Yes	Ongoing in line with legislative requirements	No (unless changes of name)	Public Task
DOB Address Next of Kin / Family Contact details (inc Siblings) Gender Ethnicity & Religion GP Details Absence First Language Details	Parent and pupil	SIMS, Gos4Schools, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, Single Central Record	Both	Yes	Public Contractors Local Authority Department for Education Email Statutory returns	Contractual reasons Respond to pupils needs	Yes	Yes	Ongoing in line with legislative requirements	No	Public Task
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>i.e. safeguarding report</i>), Email, Change of School	Contractual reasons	Yes	Yes	Ongoing in line with legislative requirements	No (unless changes of name)	Public Task
Medical & 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	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing in line with legislative requirements	Yes - if advised	Public Task

Pupils

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Behaviour Records and Risk Assessments	Parent	SIMS, Go4Schools, Organisation Network, Progress Reports	Both	Yes	Local Authority, DfE, Ofsted, Parents, Plumsun (electronic school visit form), Go4Schools	Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
Tracking Data & Assessment Reports & SATs	Parent	SIMS, Go4Schools, Progress Reports	Both	Yes	Local Authority, DfE, Ofsted, Parents	Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public Task
First aid record	Parent / student	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 / Student	SIMS, Progress Reports, IT Server, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst attending school, and for 6 months after leaving	Yes	Public Task
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing in line with legislative requirements	Yes	Public Task
Safeguarding Records	Staff / Outside agencies	Cause for Concern, Paper File held securely	Both	Yes	Outside agencies (Police / Social Services)	Contractual arrangements	Yes	Yes	Ongoing in line with legislative requirements	Yes	Public Task
Free School meals	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing in line with legislative requirements	Yes	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 in line with legislative requirements	Yes	Public Task
Travel Documentation (Passport etc)	Parent	Parent / Student	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

Parental

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Name	Parent / Guardian	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence recording line [deleted each day]	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing in line with legislative requirements	No (unless changes of name)	Public Task
Address Contact Details Gender Marital Status Relationship to pupil Contact details	Parent / Guardian	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence recording line [deleted each day]	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing in line with legislative requirements	No	Public Task
Call Log	Parent / Guardian	Absence Call Log	Both	Yes	No	N/A	Yes	Yes	One day	No	Public Task
Letters & Emails	Parent / Guardian		Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), 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
Governors											

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Name	Governor	Mandatory websites such as school / HR / Department of Education, Email, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan	Both	Yes	Public (i.e. if included on websites), HR Provider, Contractors (i.e. Plumsun, training providers), Local Authority, DfE, Email, Auditors	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Address Email Telephone Gender	Governor	Mandatory websites such as school / HR / Department of Education, Email, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan	Both	Yes	Public (i.e. if included on websites), HR Provider, Contractors (i.e. Plumsun, training providers), Local Authority, DfE, Email, Auditors	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Conflict of interest / Register of interest	Governor	Auditor declaration & meeting minutes	Both	Yes	Auditors Public through Statutory Accounts	Legal Requirement	Yes	Yes	Ongoing in line with legal requirements	Auditors	Public Task
Attendance at meetings	Governor	Meeting Minutes	Both	Yes	Auditors Public through Statutory Accounts	N/A	Yes	Yes	Ongoing in line with legal requirements		Public Task
Remuneration	Staff Governors Governors	Meeting Minutes	Both	Yes	Auditors Public through Statutory Accounts	N/A	Yes	Yes	Ongoing in line with legal requirements		Public Task

Contractors & Visitors

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 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?	If corrected, does anyone need to be advised?	Legal basis for holding info.
Name	Contractors & Visitors	SIMS, Email, School Website, Contracts, 'Signing In System', 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
Car reg	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public Task
DBS Clearance Number & Single Central Record	Contractors & Visitors Working with Pupils	Supply Single Central Record Visitor Form	Both	Yes	Supply Staff Agencies	DBS Clearance number for Visitors & Contractors	Yes	Yes	Ongoing & Legislative	No	Public Task
Identification Documents	Contractors & Visitors	Signing In System	Both	No	No	Legislative requirement	Yes	Yes	Ongoing & Legislative	Yes	Public Task
Mobile phone	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
Organisation	Contractor	Contractual records Signing In System	Both	Yes	DBS Website for Update Service	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	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