

## INFORMATION AUDIT

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Dated 02April2020

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
<b>Specific</b>											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	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	12 Months, unless for reasons stated in other rows	No	4
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	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 - 7 years, newsletters - 1 year	No	4
<b>Staff</b>											
Name	Employee	SIMS, Staff File, Email, School Website, School prospectus, Course Certificates, Registers, Newsletters, Business Continuity Plan, Accident Returns, Single Central Record, School Intranet	Both	Yes	Public (i.e. if included on the website), HR Provider (NCC), Occupational Health (Health Management LTD), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	For one year after the termination of service.	No (unless changes of name)	4
Contracts	Employee	SIMS, Staff File	Both	yes	HR Provider (NCC)	Contractual reasons	Yes	Yes	For one year after the termination of service.	No (unless changes of name)	4

Gender	Employee	SIMS, Staff File, Email, School Website, School prospectus, Course Certificates, Registers, Newsletters, Business Continuity Plan, Accident Returns, Single Central Record, School Intranet	Both	Yes	Public ( <i>i.e. if included on the website</i> ), HR Provider ( <i>NCC</i> ), Occupational Health (Health Management LTD), Contractors ( <i>i.e. Plumsun, training providers</i> ), Local Authority ( <i>i.e. safeguarding report</i> ), Email	Contractual reasons	Yes	Yes	For one year after the termination of service.	No (unless changes of title)	4
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Services	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
National Insurance	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Job application	Employee	Staff File, on-line/paper received from potential employee	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
References	Employee	Staff File, email	No	No	N/A	N/A	Yes	Yes	For one year after the termination of service.	No	4
Pension Info	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Bank account	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Next of Kin	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	For one year after the termination of service.	No	4
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	For one year after the termination of service.	No	4
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4

Salary	Employee	SIMS/FMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Sick absence / other absence	Employee	SIMS, Staff File [also see staff appraisal]	both	Yes	HR Services and Occupational Health	Advice on Employment	Yes	Yes	For one year after the termination of service.	No	4
DBS	Employee	Staff File, Single Central Record, email	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	25 years on SCR	N/A	4
On-site and off-site visits - risk assessments	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	EVC	To run school visits and for activities (on-site and off site)	Yes	Yes	maintained for 2 years after visit	EVC	4
Passport / ID info.	Employee	Staff File, Single central record	Physical	No	N/A	N/A	Yes	Yes	25 years on SCR	No	4
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both	No	No	Shared with Chair of Governors and Ofsted for inspection purposes	Yes	Yes	25 years on SCR	Yes	4
Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for an emergency response such as first aid, fire, electronic register, email	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	For one year after the termination of service.	Yes	4
Copy of qualifications	Employee	Staff File, single central record	both	No	N/A	N/A	Yes	Yes	For one year after the termination of service.	No	4
Photos for ID	Employee	server, ID badges, email, CSR	Both	yes	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes	25 years on SCR	No	4
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 - 7 years, newsletters - 1 year	No	4
Medical	Employee	Staff File, SIMS, email	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	For one year after the termination of service.	No	4
Sickness / absence	Employee	Staff File, SIMS	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	For one year after the termination of service.	No	4

Disciplinary	Employee	Staff File	Both	Yes	HR Services and Occupational Health	Advice on employment	Yes	Yes	For one year after the termination of service.	No	4
First aid record	Employee	Staff File, Staff Room walls and other locations in schools needed for and 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	For one year after the termination of service.	Yes	4
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	maintained for 1 year	No	4
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
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	For one year after the termination of service.	No	4
Disabilities	Employee	Staff File, SIMS	Both	Yes	HR Services and occupational health	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Sexual Preference	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	For one year after the termination of service.	No	4
Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	For one year after the termination of service.	No	4
Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes	Website for Update Service	Check for new Employee	Yes	Yes	For one year after the termination of service.	N/A	4
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes			Yes	Yes	For one year after the termination of service.	N/A	4
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	N/A	N/A	Yes	Yes	For one year after the termination of service.	N/A	4

**Pupils**

Name	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In/Out System', Newsletters, Accident Returns, absense recording line, tracking records, pupil marking , Tapestry, Centuary.	Both	Yes	Contractors (i.e. <i>Plumsun, educational visit sign off, photographers, Kingswood, Tapestry, Centuary</i> ), Local Authority (i.e. <i>safeguarding report</i> ), Email, Nursing team, Health and Welbeing referrals, Local sports partnerships and Northamptonshire Sport, clubs providers, school milk provider, FoJH.	Contractual reasons , Health and Wellbeing	Yes	Yes	10 years	No (unless changes of name)	4
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events	Both	Yes	Yes, photographic company, website	Contractual arrangement for providing the photo	Yes	Yes, for medical resasons, publicity and information purposes about the school's achievements and records	7 years unless maintained forhistorical archieve	No	4
Gender	Parent	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, Health and Wellbeing reports, Tapestry, Centuary.	Both	Yes	Contractors (i.e. <i>Plumsun, educational visit sign off, photographers, Kingswood, Tapestry, Centuary</i> ), Local Authority (i.e. <i>safeguarding report</i> ), Email, Nursing team, Health and Welbeing referrals, Local sports partnerships and Northamptonshire Sport, clubs providers, school milk provider.	Contractual reasons , Health and Wellbeing	Yes	Yes	10 years	No	4
Parents names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day], Tapestry.	Both	Yes	Contractors (i.e. <i>Plumsun, educational visit sign off, photographers, Kingswood, Tapestry</i> ), Local Authority (i.e. <i>safeguarding report</i> ), Email, Nursing team, Health and Welbeing referrals, Local sports partnerships and Northamptonshire Sport, clubs providers, school milk provider.	Contractual reasons , Health and Wellbeing	Yes	Yes	7 years	No (unless changes of name)	4

Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), Email, Nursing team, Health and Welbeing referrals.	Contractual reasons , Health and Wellbeing	Yes	Yes	7 years	No (unless changes of name)	4
SEN	Parent	SIMS, Pupil File, Email, safeguarding reports, contractual document (such as permission slips), absense recording, Dept of Education.	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), Email, Nursing team, GP, Hospital Medical Teams, Health and Welbeing referrals, Local sports partnerships and Northamptonshire Sport, clubs providers.	Contractual reasons , Health and Wellbeing	Yes	Yes	10 years	No (unless changes of name)	4
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, medical tracker	Both	Yes	Local Authority ( <i>i.e. safeguarding report</i> ), Health and Wellbeing agencies. FOJH	Contractual reasons , Health and Wellbeing	Yes	Yes	7 years	No (unless changes of name)	4
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>i.e. safeguarding report</i> ), Email, Health and Wellbeing agencies, afterschool clubs, FOJH	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)	4
Ethnicity and Religion	Parent	SIMS, Pupil File	Both	Yes	Local Authority, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	7 years	Yes, parents if needs change	4
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports, Pupil Welfare Leader, SENCO.	Both	Yes	Local Authority, Ofsted, parents, Governing Body, Behaviour Support Team/Agencies,	Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	7 years	Yes	4
Teacher reports	Parent	SIMS, Progress Reports, School Server	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes	Yes	7 years	Yes	4

Academic achievement	Parent	SIMS, Progress Reports, School Server, Professional tracking system	Both	Yes	Local Authority, Ofsted, parents, Contractors (external tracking system), Behaviour Support Team/agencies	Contractual arrangements - pupil attendance at school, parents	Yes	Yes	10 years	Yes	4
Siblings	Parent	SIMS, Pupil File	Both	Yes	Local Authority, Ofsted, Health and Wellbeing agencies	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	7 years	Yes	4
Family info	Parent	SIMS, Pupil File	Both	Yes	Local Authority, Ofsted, Health and Wellbeing agencies	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	7 years	Yes	4
SATS results	Parent	SIMS, Progress Reports, School Intranet, Professional tracking system	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	10 years	Yes	4
Assessments	Parent	SIMS, Progress Reports, School Intranet, Professional tracking system	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	10 years	Yes	4
Tracking data	Parent	SIMS, Progress Reports, School Intranet, Professional tracking system	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	10 years	Yes	4
First aid record	Parent	SIMS, Paper located in office	Both	Yes	Local Authority, Ofsted, Health and Wellbeing agencies	Contractual arrangements	Yes	Yes	1 year	Yes	4
Exam certificates	Parent	SIMS, Progress Reports, IT Server, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	7 years	Yes	4
LAC / Court Orders	Parent	SIMS, secure email, pupil records	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements, Health and wellbeing	Yes	Yes	25 years	Yes	4
Free School meals	Parent	SIMS, Office, IT Server, Intranet	Both	Yes	Catering Provider, Ofsted, parents, Local Authority, Health and wellbeing agencies	Contractual arrangements, Health and wellbeing	Yes	Yes	7 years	Yes	4
Emergency Contacts	Parent	SIMS, Office, IT Server, Intranet	Both	Yes	N/A	N/A	Yes	Yes	7 years	Yes	4
Email	Parent	SIMS, Pupil File, IT Server, Intranet, Tapestry	Both	Yes	emails sent out to families	Contractual Reasons	Yes	Yes	7 years	No	4

Physical Intervention	Parent	SIMS, Office, Intranet	Both	Yes	Local Authority, Ofsted, parents, Health and wellbeing agencies	Contractual arrangements	Yes	Yes	7 years	Yes	4
Doctors details	Parent	SIMS, Pupil files, Office,	Both	Yes	Local Authority, Ofsted, parents, Health and wellbeing agencies	Contractual arrangements	Yes	Yes	7 years	Yes	4
First language	Parent	SIMS, Pupil files, Office,	Both	Yes	Local Authority	To respond to pupils needs	Yes	Yes	7 years	Yes, parents if needs change	4
Birth Certificates	Parent	Paper	Physical	No	N/A	Pupil file	Yes	Yes	7 years	No	
<b>Parental</b>											
Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line, Health and Wellbeing, Tapestry	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), Email, Health and Wellbeing agencies	Contractual reasons and Health and Wellbeing, FOJH	Yes	Yes	up to 25 years	No (unless changes of name)	4
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line, Health and Wellbeing, monitoring system	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), Email, Health and Wellbeing agencies	Contractual reasons and Health and Wellbeing	Yes	Yes	up to 25 years	No	4
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports.	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), Email, Health and Wellbeing agencies	Contractual reasons and Health and Wellbeing, FOJH	Yes	Yes	up to 25 years	No	4
Phone No.	Parent	SIMS, Pupil File, Email, intranet	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), JEmail, Health and Wellbeing agencies, FOJH	Contractual reasons and Health and Wellbeing	Yes	Yes	up to 25 years	No	4
Call History	Parent	Absense recording line, office documentation, intranet, Health and Wellbeing records?	Both	Yes	Local Authority	Daily tracking	Yes	Yes	up to 25 years	No	4
Letters	Parent	SIMS, Pupil File, Email, Intranet	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), Email,	Contractual reasons	Yes	Yes	up to 25 years	No	4
Matrital status	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), Email	Contractual reasons	Yes	Yes	up to 25 years	No	4
Relationship to pupil	Parent	SIMS, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority (i.e. <i>safeguarding report</i> ), Email	Contractual reasons	Yes	Yes	up to 25 years	No	4



National Insurance Number	Parent	Pupil file, FSM system	Both	yes	Government FSM verification body	Verification purposes	Yes	yes	3 years after the student has left school	NA	4
<b>Governors</b>											
Name	Governor	Governor File, Governor support services, 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), Governor Support Provider, Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Whilst in appointment other than SCR (25 years)	No (unless changes of name)	4
DBS	Governor	Office Files, [See single central record], emails	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	25 years on SCR	N/A	4
Gender	Governor	Governor File, Governor support services, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central record]	Both	Yes	Email, Governor information on the internet, Governor support services	Contractual reasons	Yes	Yes	Whilst in appointment other than SCR (25 years)	No	4
Personal Contact details	Governor	Governor File, Governor support services, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See single central record]	Both	Yes	Email, Governor information on the internet, Governor support services	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4
Email	Governor	Governor File, Governor support services, Email, School Website, Course Certificates, Registers, Business Continuity Plan, [See single central record]	Both	Yes	Email, Governor information on the internet, Governor support services, Local Authority	Contractual Reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4
Address	Governor	Governor File, Governor support services, Email, School Website,	Both	Yes	Email, Governor information on the internet, Governor support services, Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4

Telephone No.s	Governor	Governor File, Governor support services, Email, Business Continuity Plan, [See single central record]	Both	Yes	Email, Governor information on the internet, Governor support services, Local Authority	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4
Conflict of interest / Register of interest	Governor	Governor File, Governor Support services,	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4
Profile	Governor	Governor File, School Website, IT Server, School Intranet	Both	Yes	Email, Governor information on the internet, Governor support services, Local Authority	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4
Attendance at meetings	Governor	Governor File, Governor support services	Both	Yes	Governor support services	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school	yes	4
Photos	Governor	Locations in the school (publicity purposes), newsletters, school events	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4

### Contractors

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, SCR, Office documentation,	Both	Yes	Public, Other contractors, Email,	Contractual reasons	Yes	Yes	Maintained as per financial record requirements	No	4
Address	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, SCR, Office documentation,	Both	Yes	Public, Other contractors, Email,	Contractual reasons	Yes	Yes	Maintained as per financial record requirements	No	4
Gender	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, SCR, Office documentation,	Both	Yes	Public, Other contractors, Email,	Contractual reasons	Yes	Yes	Maintained as per financial record requirements	No (unless changes of name)	4

Mobile phone	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, SCR, Office documentation,	Both	Yes	Public, Other contractors, Email,	Contractual reasons	Yes	Yes	Maintained as per financial record requirements	No (unless changes of name)	4
DBS	Contractor	Contractual records, CSR,	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	25 years on SCR	N/A	4
Organisation	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, SCR, Office documentation,	Both	Yes	Public, Other contractors, Email,	Contractual reasons	Yes	Yes	Maintained as per financial record requirements	N/A	4
Photos	Contractor	CSR	Electronic	No	N/A	N/A	Yes	No	25 years on SCR	No	4
VAT Info	Contractor	Contractual records, FMS	Electronic	No	N/A	N/A	Yes	Yes	Maintained as per financial record requirements	No	4
<b>Visitors</b>											
Name	Visitor	Signing in register, email, school intranet and calendar	Electronic	No	N/A	N/A	Yes	Yes	1 year after visit	No	4
Car reg	Visitor	Signing in register, email, school intranet and calendar	Electronic	No	N/A	N/A	Yes	Yes	1 year after visit	No	4
Gender	Visitor	Signing in register, email, school intranet and calendar	Electronic	No	N/A	N/A	Yes	Yes	1 year after visit	No	4
Organisation	Visitor	Signing in register, email, school intranet and calendar	Electronic	No	N/A	N/A	Yes	Yes	1 year after visit	No	4
DBS	Visitor	Single Central Record, email	Electronic	No	DBS checkign agent	N/A	Yes	Yes	25 years on SCR	No	4
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company	N/A	Yes	No	1 year after visit	No	4
Photo	Visitor	Signing in register, email, school intranet and calendar	Electronic	No	N/A	N/A	Yes	Yes	25 years on SCR	No	4
<b>Volunteers</b>											
Name	Individual	Email, School Website, Contracts, 'Signing In System', SCR	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors, Email, HR Provider	Contractual reasons	Yes	Yes	25 years on SCR	No (unless changes of name)	4
Photo ID	Individual	CSR	Electronic	No	N/A	N/A	Yes	Yes	25 years on SCR	No	4
Gender	Individual	Email, School Website, Contracts, 'Signing In System', SCR	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors, Email, HR Provider	Contractual reasons	Yes	Yes	25 years on SCR	No	4

Contact details	Individual	Email, School Website, Contracts, 'Signing In System',	Both	Yes	Public ( <i>i.e. if included on the website</i> ), Other contractors, Email, HR Provider	Contractual reasons	Yes	Yes	1 year after termination	No	4
DBS	Individual	CSR, email	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	25 years on SCR	N/A	4
Car reg	Individual	signing in system	physical	No	N/A	N/A	Yes	Yes	1 year after visit	No	4