

Parklands Playgroup ~ Information Audit

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	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic	Yes	Local Authority (i.e. safeguarding report), Service providers	Contractual Reasons	Yes	Yes	6 Months, unless for reasons stated in other rows	No	
Photos	Parents, Staff, Pupils, Contractor, Visitors	Locations in the building, website, newsletters, playgroup events	Both	No (unless taken by an external company)	Yes, website company, parents	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	4
Staff											
Name	Employee	Staff File, Email, Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, Single Central Record	Both	Yes	Public (i.e. if included on the website), HR Provider (NCC, LGSS), Occupational Health (Health Management), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report)	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contracts	Employee	Staff File	Both	No	Public (i.e. if included	Contractual reasons	Yes	Yes		Yes, HR (LGSS)	

Gender	Employee	, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident	Both	Yes	Public (i.e. if included on the website), HR Provider (LGSS), Occupational Health (Health Management), Contractors (i.e. Plumsun, training providers), Local Authority (i.e.	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
D.O.B	Employee	, Staff File, Email	Both	Yes	Occupational Health, HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4
National Insurance	Employee	, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	4
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	4
References	Employee	Staff File	No	No	N/A	N/A	Yes	Yes	6 months (unless the member of staff is in agreement to	No	4
Pension Info	Employee	Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	4
Bank account	Employee	Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for	No	4
Next of Kin	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for	No	4
Car registration	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid		4
Phone no.s	Employee	Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4
Email address	Employee	Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Salary	Employee	, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for	No	4
Sick absence / other absence	Employee	Staff File [also see	Physical	Yes	HR Services and	Advice on Employment	Yes	Yes	Two years (for	No	4
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	4
On-site and off-site visits - risk assessments (e.g. school trips & specific activities)	Employee	Paper (taken on and off site) and Electronic	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	4
Passport / ID info.	Employee	Staff File, [See Single Central Record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	4
Single Central record	Employee	Single Central Record [information	Both	No	No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	4

Training record	Employee	Staff File, Staff Room walls and other locations in schools needed for	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for	Yes	Yes	Ongoing, until the training is no longer valid	Yes	4
Copy of qualifications	Employee	Staff File, [See Single Central Record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	4
Photos for ID	Employee	Display	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	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	School photo events - 5 years, newsletters - 2 years	No	4
Medical	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	4
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	4
Disciplinary	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	4
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted	Yes	Yes	Ongoing, until	Yes	4
Emergency Contact	Employee	Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	4
Biometric	Employee										
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	Less than 6 months	No	4
Disabilities	Employee	Staff File	Both	Yes	HR Services and	Contractual Reasons	Yes	Yes	6 months or if	No	4
Sexual Preference	Employee	Anonomously	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	4
Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	6 months (unless	No	4
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	N/A	4
Section 128 check	Employee	Staff File, [See Single Central Record]	Both	Yes			Yes	Yes	6 Months, the record that the check was undertaken is	N/A	4
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	N/A	4
Pupils											

Name	Parent and pupil	, 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)	4
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 reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
Gender	Parent	, 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)	4
Parents names	Parent	, 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)	4

Address	Parent	, 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)	4
SEN	Parent	, 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, 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)	4
Medical	Parent	, 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. safeguarding report), 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)	4

Allergies	Parent	, 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. safeguarding report), 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)	4
Ethnicity and Religion	Parent	, 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	4
Behaviour Records and Risk Assessments	Parent	, 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	4
Teacher reports	Parent	, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Academic achievement	Parent	, 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	4
Siblings	Parent		Both	Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Family info	Parent		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	4
Assessments	Parent	, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4

Tracking data	Parent	, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
First aid record	Parent	, 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	4
LAC / Court Orders	Parent	, Staff Office, IT Server	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Emergency Contacts	Parent	, Staff Office, IT Server,	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Email	Parent	, Pupil File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Physical Intervention	Parent	, 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	4
Doctors details	Parent	, 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	4
First language	Parent	, 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	4
Birth Certificates	Parent	Paper	Physical	No	N/A	Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	
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	
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	

Parental

Name	Parent	, 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)	4
Address	Parent	, 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	4
Gender	Parent	, 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	4
Phone No.	Parent	, 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	4
Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	4

Letters	Parent	, Pupil File, Email	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	4
Matrital status	Parent	, Pupil File, Email, safeguarding reports	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	4
Relationship to pupil	Parent	, Pupil File, Email,	Both	Yes	Local Authority (<i>i.e.</i>	Contractual reasons	Yes	Yes	Ongoing, whilst	No	4
Governors											
Name	Governor	, Governor File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, [See Single Central Record]	Both	Yes	Public (<i>i.e. if included on the website</i>), HR Provider (<i>name the provider</i>), Contractors (<i>i.e. Plumsun, training providers</i>), Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
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	4
Gender	Governor	, 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	4
Personal Contact details	Governor	, 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		
Email	Governor	, Pupil File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4

Address	Governor	, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Telephone No.s	Governor	, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Conflict of interest / Register of interest	Governor	, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Profile	Governor	, 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		
Attendance at meetings	Governor	, Governor File. School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Section 128 check	Governor	, 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		
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, for medical reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4

Contractors

Name	Contractor	, Email, School Website, '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)	4
Address	Contractor	, 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)	4
Gender	Contractor	, 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)	4
Mobile phone	Contractor	, 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)	4
DBS	Contractor	Contractual records	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	4
Organisation	Contractor	Contractual records	Both	Yes	DBS Website for Update Service	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	4
VAT Info	Contractor	Contractual records	Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	4

Visitors											
Name	Visitor	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Car reg	Visitor	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Organisation	Visitor	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
DBS	Visitor	Visitor folder	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4

E-mails	Visitor	IT Server	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	4
Photo	Visitor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Volunteers											
Name	Individual	, Email, School Website, '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)	4
Photo ID	Individual	Personnel file	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
Gender	Individual	, Email, School Website, 'Signing In System'	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	4
Contact details	Individual	, 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	4
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	4
Next of kin	Individual	, Email, Contracts, IT Server	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	4
Car reg	Individual	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4