

Personal Information	Notification requirements (ie who needs to be informed that the information is being held)	Sources or location of information	Physical data, electronic data, or both	Movement of data from school to external organisations/ individuals	If yes, name of external organisations or individuals	Reason(s) for retention. Reason(s) for sharing with external organisation(s) or individual(s)	Accuracy of data	Retention requirements	Correct retention period	Reporting requirements should alterations/ updates to data be required	Legal basis for holding the information
Specific											
emails	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	6 Months, unless for reasons stated in other rows	No	4
Photographs	Staff, Pupils, Parents, Contractors, Visitors	Locations in the school, school website.	Both	Yes	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publicity and information purposes about the school's achievements and records	School photo events - 5 years or until out of date	No	4
Staff											
Name	Employee	SIMS, Staff File, Pupils and Staff Data file, Email, HR online systems, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, SCR	Both	Yes	Public (i.e. included on the website), HR Provider, Occupational Health, Contractors, Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contracts	Employee	SIMS, Staff File, HR	Both	Yes	HR Provider	Contractual reasons	Yes				
Gender	Employee	SIMS, Staff File, Email, HR online systems, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, SCR	Both	Yes	Public (website and noticeboard), HR provider, Occupational Health provider, other service providers (e.g. Plumsun, various training providers), Local Authority (i.e. safeguarding reports), emails.	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
D.O.B	Employee	SIMS, Staff File, HR online systems	Both	Yes	Occupational Health; HR Services.	Contractual Reasons	Yes	Yes	Ongoing	No	4
National Insurance	Employee	SIMS, Staff File, Salaries file, Payroll	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 keep it longer)	No	4
Pension Info	Employee	SIMS, Staff File, Salaries file, Payroll online systems	Both	Yes	HR, Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	4
Bank account	Employee	SIMS, Staff File, Payroll online systems	Both	Yes	HR, Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
Next of Kin	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for emergency)	No	4
Appraisal	Employee	Staff File, online staff management system	Both	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	4
Car registration	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid		4
Phone numbers	Employee	SIMS, Staff File, Pupils and Staff Data file	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Salary	Employee	SIMS, Staff File, Salaries file	Both	Yes	Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
Sick absence / other absence	Employee	Staff File, online HR and payroll systems	Both	Yes	HR, Payroll and OH service providers	Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	4
DBS	Employee	Staff File & 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	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	Educational Visits and specific trip providers	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 collected is included on this form]	Both	No	No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	4

Training records	Employee	Staff File, Staff Room walls and other locations in schools needed for emergency responses 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	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	Staff File	Both	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, school website	Both	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, website until out of date	No	4
Medical	Employee	Staff File & HR online systems	Both	Yes	HR, Payroll and OH service providers	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	4
Sickness / absence	Employee	Staff File & HR and Payroll online systems	Both	Yes	HR, Payroll and OH service providers	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	4
Disciplinary	Employee	Staff File & online staff management system	Both	Yes	HR and Payroll service providers	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	4
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	Yes	Individual First Aid training companies	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, until the training is no longer valid	Yes	4
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Interview notes	Employee	Staff File	Physical	Yes	N/A	Contractual Reasons	Yes	Yes	6 months	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	Less than 6 months	No	4

Disabilities	Employee	Staff File	Both	Yes	HR and OH Services	Contractual Reasons	Yes	Yes	6 months or if an	No	4
Sexual Preference	Employee	Staff File	Physical	Yes	NCC 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]	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
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	4
Pupils											
Name	Parent and pupil	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, School Website, Pupil Progress, Attendance Registers, Signing In System, Newsletters, Accident Returns, absence recording.	Both	Yes	Service providers (see below; eg ParentPay, Easipc, educational visit sign off), Local Authority (i.e. safeguarding report).	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), school events	Both	Yes	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, or until out of date	No	4
Gender	Parent and pupil	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, School Website, Pupil Progress, Attendance Registers, Signing In System, Newsletters, Accident Returns, absence recording.	Both	Yes	Service providers (see below; eg ParentPay, Easipc, educational visit sign off), Local Authority (i.e. safeguarding report).	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Parents/carers names	Parent	SIMS, Pupil File, Data Collection forms, Pupils and Staff Data file, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence recording I	Both	Yes	Local Authority (e.g. 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	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence recording line C54	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	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absence recording	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	SIMS, Pupil File, Staff Room/office (for emergency response), email, accident returns, safeguarding reports, contractual documents (such as permission slips).	Both	Yes	Local Authority (i.e. safeguarding report), Email, relevant service providers (eg Dolce, NHS)	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	SIMS, Pupil File, Staff Room/office (for emergency response), email, accident returns, safeguarding reports, contractual documents (such as permission slips).	Both	Yes	Local Authority (i.e. safeguarding report), Email, relevant service providers (eg Dolce, NHS)	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, online census returns to Local Authority	Both	Yes	Local Authority	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	SIMS, Progress Reports, Behaviour Recording	Both	Yes	Local Authority, Ofsted	Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
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	4
Academic achievement	Parent	SIMS, Progress Reports, online service provider	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	SIMS, Data collection forms	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	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	4

SATS results	Parent	SIMS, Progress Reports, online service provider	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Assessments	Parent	SIMS, Progress Reports, online service provider	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Tracking data	Parent	SIMS, Progress Reports, online service provider	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
First aid record	Parent	Paper reports located in office	Physical	Yes	Parents and Ofsted	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Exam certificates	Parent	SIMS, Progress Reports, online service provider	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	4
LAC / Court Orders	Parent	SIMS, Data Collection Sheet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Free School meals	Parent	SIMS, LA, Data Collection Sheet, Pupil Premium reporting	Both	Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Emergency Contacts	Parent	SIMS, Data Collection Sheet, Pupils and Staff Data file	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Email	Parent	SIMS, Pupil File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Physical Intervention	Parent	SIMS, reports in behaviour log and student file	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Doctors details	Parent	SIMS, Data Collection Form, pupils and staff data file	Both	Yes	Local Authority, Ofsted, parents,	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
First language	Parent	SIMS, Pupil File Data Collection Form, Census returns	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	Educational Visits and specific trip providers	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	Educational Visits and specific trip providers	Check for school visits abroad	Yes	No	Only during a visit	No	

Parents

Name	Parent	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, Pupil Progress, Attendance Registers, Signing In System, Newsletters, Accident Returns, absence recording.	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	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, Pupil Progress, Attendance Registers, Signing In System, Newsletters, Accident Returns, absence recording.	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	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, Pupil Progress, Attendance Registers, Signing In System,	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	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, Pupil Progress, Attendance Registers, Signing In System,	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	Absence recording file, SIMS registers	Both	Yes	No	N/A	Yes	Yes	One day	No	4
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	4
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	4
Relationship to pupil	Parent	SIMS, Data Collection forms, Pupils and Staff Data file, Pupil File, Email, Pupil Progress, Attendance Registers,	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

Agency & Peripatetic Staff											
Name	Employee	Company file, emails, School Website, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, SCR	Both	Yes	Public, Contractors, Local Authority (i.e. safeguarding report), email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Gender	Employee	Company file, emails, School Website, Registers, Signing In System, Newsletters, Business Continuity Plan, Accident Returns, SCR	Both	Yes	Public (website and noticeboard), HR provider, Occupational Health provider, other service providers (e.g. Plumsun, various training providers), Local Authority (i.e. safeguarding reports), emails.	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
Car registration	Employee	Signing in register	Physical	No	N/A	N/A	Yes	Yes	Whilst valid		4
Phone numbers	Employee	Company file, IT server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Email address	Employee	Company file, IT server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Sick absence / other absence	Employee	Company file, IT server, website, newsletters	Both	Yes	Public	Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	4
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	4
General Photos	Employee	Locations in the school, school website	Both	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, website until out of date	No	4
Disciplinary/complaints	Employee	Company file, pupil files, emails,	Both	Yes	Employer of staff member, complainants		Yes	Yes		No	4
Emergency Contacts	Employee	Company file	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Supply Teachers											

Name	Employee	SIMS, Supply file, Email, HR & payroll online systems, School Website, Registers, Signing In System, Newsletters, Business Continuity Plan, Accident Returns, SCR	Both	Yes	Public (i.e. included on the website), Supply Staff provider, Contractors, Local Authority (i.e. safeguarding report), emails	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Contracts	Employee	SIMS, Supply File, emails	Both	Yes	Supply provider	Contractual reasons	Yes				
Gender	Employee	SIMS, Supply file, Email, HR & payroll online systems, School Website, Registers, Signing In System, Newsletters, Business Continuity Plan, Accident Returns, SCR	Both	Yes	Public (i.e. included on the website), Supply Staff provider, Contractors, Local Authority (i.e. safeguarding report), email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
D.O.B	Employee	Supply File, HR & payroll online systems, SCR	Both	Yes	Occupational Health; HR Serices.	Contractual Reasons	Yes	Yes	Ongoing	No	4
National Insurance	Employee	SIMS, Supply File, Salaries file, HR and	Both	Yes	HR & Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	4
Car registration	Employee	Signing in register	Physical	No	N/A	N/A	Yes	Yes	Whilst valid		4
Phone numbers	Employee	SIMS, Supply File,	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	4
Email address	Employee	SIMS, Supply file, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Salary	Employee	SIMS, Supply File, Salaries file	Both	Yes	Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	4
DBS	Employee	Supply File & 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
Passport / ID info.	Employee	Supply file, SCR	Physical	No	N/A	N/A	Yes	Yes	6 months	No	4
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	4

General Photos	Employee	Locations in the school, school website	Both	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, website until out of date	No	4
Disciplinary/complaints	Employee	Supply file, pupil files, emails,	Both	Yes	Employer of staff member, complainants		Yes	Yes		No	4
Emergency Contact	Employee	Supply file	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Governors											
Name	Governor	SIMS, Governor File, Email, School Website, Course Certificates, Registers, Signing In System, Newsletters, Business Continuity Plan, [See single central record], Governor support services	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)	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	SIMS, Governor File, Pupils and Staff Data file, emails, safeguarding reports, Governor support services	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school	No	4
Personal Contact details	Governor	SIMS, Governor File, Pupils and Staff Data file, emails, safeguarding reports, Governor support services	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Email	Governor	SIMS, Governor File, Pupils and Staff Data file, emails, Governor support services	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Address	Governor	SIMS, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
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		

Conflict of interest / Register of interest	Governor	SIMS, Governor Files, Governor Support Services	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single central record],	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Attendance at meetings	Governor	SIMS, Governor File. School Website, Governor Support services	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
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	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, eg spellodrome/Dolce), Other contractors	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website, eg spellodrome/Dolce), Other contractors	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website, eg spellodrome/Dolce), Other contractors	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
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, eg spellodrome/Dolce), Other contractors	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
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	4
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	4
VAT Info	Contractor	SIMS, Invoices, Contractual records, [See single central record]	Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	4

Visitors

Name	Visitor	Signing in system	Both	No	N/A	N/A	Yes	Yes	One day	No	4
Car reg	Visitor	Signing in system	Both	No	N/A	N/A	Yes	Yes	One day	No	4

Gender	Visitor	Signing in system	Both	No	N/A	N/A	Yes	Yes	One day	No	4
Organisation	Visitor	Signing in system	Both	No	N/A	N/A	Yes	Yes	One day	No	4
DBS	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	4
E-mails	Visitor	IT Server, intranet (calendar)	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	4
Photo	Visitor	Website,	Electronic	Yes	Public	Publicity	Yes	Yes	Until out of day	No	4

Volunteers

Name	Individual	Volunteer File, Email, School Website, Signing In System, Newsletters, Accident Returns, [See single central record]	Both	Yes	Public, Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Photo ID	Individual	Office Staff	Physical	No	N/A	N/A	Yes	Yes	One day	No	4
Gender	Individual	Volunteer File, Email, School Website, Signing In System, Newsletters, Accident Returns, SCR	Both	Yes	Public, Email	Contractual reasons	Yes	Yes	length of the volunteering period	No	4
Contact details	Individual	SIMS, Volunteer file, Pupils and Staff Data file, Email, Contracts, IT Server, School Intranet, SCR	Both	Yes	Public, Email	Contractual reasons	Yes	Yes	length of the volunteering period	No	4
DBS	Individual	SCR	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
Emergency Contact	Individual	Physical	Both	Yes	N/A	Contractual reasons	Yes	Yes	length of the volunteering period	No	4
Car reg	Individual	Signing in system	Physical	No	N/A	N/A	Yes	Yes	One day	No	4

Work Experience

Name	Individual	Work Experience File, Email, School Website, Signing In System, Newsletters, Accident Returns, SCR	Both	Yes	Public, Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Photo ID	Individual	Office Staff	Physical	No	N/A	N/A	Yes	Yes	One day	No	4
Gender	Individual	Work Experience File, Email, School Website, Signing In System, Newsletters, Accident Returns, SCR	Both	Yes	Public, Email	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
Contact details	Individual	Work Experience file, Email, Contracts, IT Server, School Intranet, SCR	Both	Yes	Public, Email	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
DBS	Individual	SCR	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

Emergency Contact/manager	Individual	Work Experience file, email, signing in system, accident returns	Both	Yes	N/A	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	4
Car reg	Individual	Signing in system	Physical	No	N/A	N/A	Yes	Yes	One day	No	4

Examples of external organisations/ service providers with whom information is shared

Local Authority	West Northamptonshire Council
Human Resources, Payroll	Schools Choice, West Northamptonshire Council
Occupational Health	www.healthpartners.uk.com
Health Services	NHS, Public Health England
Educational Visits	West Northamptonshire Council/Plumsun
Educational Psychology	West Northamptonshire Council
Physical education/events	Various providers including Legacy Leisure Limited, Outspoken Training Limited, Magdalen College School Primary PE district co-ordinators, Northampton Saints etc
Staff training	Various Training Providers, including Sponne Teaching School Alliance, The National College etc
Staff insurance	www.teacherabsence.co.uk
GDPR advisors	Plumsun
IT advisors	Easipc
Cashless payment system	ParentPay
School Meals	Fresh Start
School Meal online booking	Fresh Start Meal Manager
Pupil attainment tracker	
Online school improvement	
Teaching systems	Various systems including Renaissance Learning, The Foundation Stage Forum Limited, White Rose Maths
Teaching resources	Various providers including Hamilton Trust Limited, Charanga etc
Photography	Caroline Rushton Photography
Governor Clerking	Mrs Sue Smtih
School Trips	Various, including Rock UK Ltd
Data Management Solutions	www.wonde.com