



INFORMATION AUDIT - Falconer's Hill Infant School

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Dated 05th April 2022

Updated 5th April 2022

What personal data is currently held in your school? Where did it come from?

Who is it shared with? Is it accurate? Do you still need to keep it?

If you have information that is inaccurate and needs updating you must also inform anyone you have shared it with.

Suggested sections -

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>i.e. safeguarding report</i>), 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	
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school events, [Electronic signing in system]	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
Staff											

Name	Employee	Arbor, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Occupational Health (name provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Contracts	Employee	Arbor, Staff File									
Gender	Employee	Arbor, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single central record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Occupational Health (name provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Public task
D.O.B	Employee	Arbor, Staff File, Email	Both	Yes	Occupational Health, HR Serices	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
National Insurance	Employee	Arbor, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
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	Public task
Pension Info	Employee	Arbor, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Bank account	Employee	Arbor, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task
Next of Kin	Employee	Arbor, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	Public task
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	Two years (for	No	Public task
Car registration	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	Whilst valid		Public task
Phone no.s	Employee	Arbor, Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Email address	Employee	Arbor, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Salary	Employee	Arbor, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public task
Sick absence / other absence	Employee	Staff File [also see	Physical	Yes	HR Services and	Advice on Employment	Yes	Yes	Two years (for	No	Public task

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	Public task
On-site and off-site visits - risk assessments (Name)	Employee	Paper (taken on and off site) and Electronic documents	Both	Yes	Plumsun Ltd, Education Centre and other Venues	To run school visits and for activities (on-site and off site)	Yes	Yes	Ongoing	Plumsun	Public task
Passport / ID info.	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public task
Single Central record	Employee	Single Central Record [information collected is included on this form]	Both	No	No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	Public task
Training record	Employee	Staff File, Staff Room walls and other locations in schools needed forand emergency	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical emergencies	Yes	Yes	Ongoing, untill the training is no longer valid	Yes	Public task
Copy of qualifications	Employee	Staff File, [See single central record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public task
Photos for ID	Employee	Staff File	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes	Ongoing (i.e. used on staff badges)	No	Public task
General Photos	Employee	Locations in the school, newsletters, school events	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
Medical	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	Public task
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	Public task
Disciplinary	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	Two years (for	No	Public task
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted for	Yes	Yes	Ongoing, untill	Yes	Public task
Emergency Contact	Employee	Arbor, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	Public task
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
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 status/name	Less than 6 months	No	Public task
Disabilities	Employee	Staff File	Both	Yes	HR Services and	Contractual Reasons	Yes	Yes	6 months or if an	No	Public task

Sexual Preference	Employee	Anonously	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	Public task
Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	6 months (unless	No	Public task
Teacher status check	Employee	Staff File, [See single central record]	Yes	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
Section 128 check	Employee	Staff File, [See single central record]	Both	Yes			Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Public task
Disqualification by Association	Employee	Staff File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the record that the check was undertaken is stored	N/A	Public task

Pupils

Name	Parent and pupil	Arbor, 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 (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task
Gender	Parent	Arbor, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns	Both	Yes	Public (<i>i.e. if included on the website</i>), Contractors (<i>i.e. Plumsun, educational visit sign off</i>), Local Authority (<i>i.e. safeguarding report</i>), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task

Parents names	Parent	Arbor, 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	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task
Address	Parent	Arbor, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority, NHS, Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task
SEN	Parent	Arbor, 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, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task
Medical	Parent	Arbor, 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, Plumsun (emergency response on school visits)	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task

Allergies	Parent	Arbor, 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, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No (unless changes of name)	Public task
Ethnicity and Religion	Parent	Arbor, Pupil File	Both	Yes	Local Authority, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public task
Behaviour Records and Risk Assessments	Parent	Arbor, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, Plumsun (electronic school visit form)	Safeguarding, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Teacher reports	Parent	Arbor, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Academic achievement	Parent	Arbor, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements - pupil attendance at school, parents	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Siblings	Parent	Arbor	Both	Yes	Local Authority, Ofsted	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Family info	Parent	Arbor	Both	Yes	Local Authority, Ofsted, parents	Safeguarding, safeguarding audits, contractual arrangements - pupil attendance at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
SATS results	Parent	Arbor, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Assessments	Parent	Arbor, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Tracking data	Parent	Arbor, Progress Reports, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task

First aid record	Parent	Arbor, 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	Arbor, Progress Reports, IT Server, School Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	Yes	Public task
LAC / Court Orders	Parent	Arbor, Staff Office, IT Server, Intranet	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Free School meals	Parent	Arbor, Staff Office, IT Server, Intranet	Both	Yes	Catering Provider, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Emergency Contacts	Parent	Arbor, Staff Office, IT Server, Intranet	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Email	Parent	Arbor, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Physical Intervention	Parent	Arbor, Paper located in Staff Room, Office, Medical Room	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	Public task
Doctors details	Parent	Arbor, 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
First language	Parent	Arbor, Pupil File	Both	Yes	Local Authority	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	Public task
Birth Certificates	Parent	Paper	Physical	No	N/A	Check for school visits abroad, examination board check	Yes	No	Only during a visit	No	
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	Governor	Arbor, 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)	Public task
DBS	Governor	Governor File, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
Gender	Governor	Arbor, 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	Public task
Personal Contact details	Governor	Arbor, 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	Arbor, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public task
Address	Governor	Arbor, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Telephone No.s	Governor	Arbor, 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	Arbor, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		
Profile	Governor	Arbor, 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	Arbor, 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	Arbor, 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, [electronic signing in system]	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical reasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	Public task

Contractors

Name	Contractor	Arbor, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Address	Contractor	Arbor, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Gender	Contractor	Arbor, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Mobile phone	Contractor	Arbor, Email, School Website, Contracts, Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
DBS	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
Organisation	Contractor	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	Public task

Biometric	Contractor										
Photos	Contractor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	No	N/A	No	Public task
VAT Info	Contractor	Contractual records, [See single central record]	Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	Public task

Visitors

Name	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
Car reg	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
Gender	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
Organisation	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
DBS	Visitor	[electronic signing in system], School Register	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
E-mails	Visitor	IT Server, Intranet	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	Until the visit	No	Public task
Photo	Visitor	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task

Volunteers

Name	Individual	Arbor, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public task
Photo ID	Individual	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task
Gender	Individual	Arbor, Email, School Website, Contracts, 'Signing In System', [See single central record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email, HR Provider	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Public task

Contact details	Individual	Arbor, Email, Contracts, IT Server, School Intranet	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Public task
DBS	Individual	Contractual records, [See single central record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public task
Next of kin	Individual	Arbor, Email, Contracts, IT Server, School Intranet	Both	Yes	Public (<i>i.e. if included on the website</i>), Other contractors (<i>i.e. Plumsun for educational visits, accident reporting</i>), Email, HR Provider	Contractual reasons	Yes	Yes	For as long as the contract to volunteer	No	Public task
Car reg	Individual	[electronic signing in system]	Electronic	No	N/A	N/A	Yes	Yes	One day	No	Public task

Other organisations we share your informations with: Parentmail, Seasaw, ActiveLearn Primary, School Grid, EPM, SPS Online, InMat, Dolce