

FOUNDATIONS FOR CHILDREN NURSERY SCHOOLS FEDERATION~ Information Audit JUNE 2023

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	Once actioned/reported through Cpoms-deleted.	6 Months, unless for reasons stated in other rows	No	public task
Photos	Parents, Staff, Pupils, Contractor, Visitors	Locations in the school, website, newsletters, school 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	public task
Staff											
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, Single	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)	contractual, public task, Ofsted
Contracts	Employee	SIMS, Staff File	Both	No	Public (i.e. if included	Contractual reasons	Yes	Yes	Ongoing	Yes, HR (LGSS)	contractual,

Gender	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns	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)	contractual, public task, Ofsted
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	contractual, public task,
National Insurance	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	contractual, public task,
Job application	Employee	Staff File, on-line received from potential employee	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	on going	No	contractual, public task, Ofsted
References	Employee	Staff File	No	No	N/A	N/A	Yes	Yes	ongoing personnel file	No	contractual, public task, Ofsted
Pension Info	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	contractual
Bank account	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for	No	contractual
Next of Kin	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	contractual
Appraisal	Employee	Staff File	Physical	Yes	HR Services	Advice on Employment	Yes	Yes	6 yrs	No	public task,
Car registration	Employee	Staff File	Physical	No	School site	N/A	Yes	Yes	Whilst valid		4
Phone no.s	Employee	SIMS, Staff File, Email	Both	Yes	HR Services	Contractual Reasons	Yes	Yes	Ongoing	No	public task
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	public task
Salary	Employee	SIMS, Staff File	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing (for	No	contractual
Sick absence / other absence	Employee	Staff File [also see	Physical	Yes	HR Services and	Advice on Employment	Yes	Yes	Two years (for	No	contractual
DBS	Employee	Staff File, [See Single Central Record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	DBS code reorded on SCR	N/A	public task, safeguarding, Ofsted
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	Safeguarding
Passport / ID info.	Employee	Staff File, [See Single Central Record]	Physical	No	N/A	N/A	Yes	Yes	6 months	No	contractual
Single Central record	Employee	Single Central Record [information	Both	No	No	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	Safegurdaing, contractual

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, 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	ongoing-personnel file	No	contractual
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	contractual
General Photos	Employee	Locations in the school, newsletters, school events, Class dojo	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	public task
Medical	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	retained on P	No	public task,
Sickness / absence	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	retained on P	No	contractual
Disciplinary	Employee	Staff File	Both	Yes	HR Services and	Advice on employment	Yes	Yes	12 months	No	contractual
First aid record	Employee	Staff File, Staff	Both	No	N/A	Shared with Ofsted	Yes	Yes	Ongoing, untill	Yes	safeguarding
Emergency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	personnel file	No	public task
Interview notes	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	personnel file	No	contractual
Biometric	Employee										contractual
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	personnel file	No	contratual
Disabilities	Employee	Staff File	Both	Yes	HR Services and	Contractual Reasons	Yes	Yes	personnel file	No	contratual
Sexual Preference	Employee	Anonomously	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	personnel file	No	contratual
Previous work Experience	Employee	Staff File	Physical	No	N/A	N/A	Yes	Yes	personnel file	No	contratual
Teacher status check	Employee	Staff File, [See Single Central Record]	Yes	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	personnel file	N/A	contratual
Section 128 check	Employee	Staff File, [See Single Central Record]	Both	Yes			Yes	Yes	personnel file	N/A	contratual
Disqualification by Association	Employee	Staff File, [See Single Central Record]	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	personnel file	N/A	contratual

Pupils

Name	Parent and pupil	SIMS, Pupil File, Email, School Website, Pupil Progress, Registers, 'Signing In System', Newsletters, Accident Returns, absense recording line [deleted each day], class dojo	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)	public task
Photos	Parent and pupil	Locations in the school (medical and publicity purposes), newsletters, school events, Class dojo	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for medical resasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	public task
Gender	Parent	SIMS, 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)	public task
Parents names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]. Class dojo	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)	public task

Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority, 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	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] Crooms	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)	public task
Medical	Parent	SIMS, Pupil File, Staff Room/ Medical files (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)	public task

Allergies	Parent	SIMS, Pupil File, Staff Room/ Medical files, PEEPS, (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)	public task
Ethnicity and Religion	Parent	SIMS, Pupil File, Class dojo, Cpoms	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	SIMS, Progress Reports, Cpoms	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	SIMS, Progress Reports, Class do jo, Cpoms	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	SIMS, 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	SIMS	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	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	public task

Assessments	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task
Tracking data	Parent	SIMS, Progress Reports, assessment tracking	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task
First aid record	Parent	SIMS, Paper located in Staff Room, Office, Medical files	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task
LAC / Court Orders	Parent	SIMS, Staff Office, IT Server, Cpoms	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task safeguarding
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Cpoms	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task safeguarding
Email	Parent	SIMS, Pupil File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	public task
Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical files, Cpoms	Both	Yes	Local Authority, Ofsted, parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task safeguarding
Doctors details	Parent	SIMS, Paper located in Staff Room, Office, Medical files, Cpoms	Both	Yes	Local Authority, Ofsted, parents,	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	public task safeguarding
First language	Parent	, Class dojo	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	public task

Parental

Name	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] Cpoms	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)	public task
Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day] Cpoms	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	public task
Gender	Parent	SIMS, Pupil File, Email, safeguarding reports, Cpoms	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	public task
Phone No.	Parent	SIMS, Pupil File, Email, Cpoms	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	public task
Call History	Parent	Absense recording line [deleted each day]	Both	Yes	No	N/A	Yes	Yes	One day	No	public task

Letters	Parent	SIMS, Pupil File, Email, Cpoms	Both	Yes	Local Authority (<i>i.e. safeguarding report</i>), Service providers [school meals, Payment Arrangements], Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendance	No	public task
Matrital status	Parent	SIMS, 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	public task
Relationship to pupil	Parent	SIMS, Pupil File,	Both	Yes	Local Authority (<i>i.e.</i>	Contractual reasons	Yes	Yes	Ongoing, whilst	No	public task
Governors											
Name	Governor	SIMS, 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	SIMS, 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	SIMS, 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		public task
Email	Governor	SIMS, Pupil File, IT Server	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	public task

Address	Governor	SIMS, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the school		public task
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		public task
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		public task, Ofsted
Profile	Governor	SIMS, 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		public task
Attendance at meetings	Governor	SIMS, Governor File. School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the school		Ofsted
Section 128 check	Governor	SIMS, Governor File, [See Single Central Record]	Both	Yes	N/A	N/A	Yes	Yes	SCR record retained		Safeguarding
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	public task

Contractors

Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	contractual
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	contractual
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	contractual
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), Other contractors (i.e. Plumsun for educational visits, accident reporting), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	contractual
DBS	Contractor	Contractual records	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS Evidence	N/A	Safeguarding
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	public task
VAT Info	Contractor	Contractual records	Electronic	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	public task
Visitors											
Name	Visitor	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	2 yrs	No	public task, safeguarding
Car reg	Visitor	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	2 yrs	No	public task, safeguarding

Organisation	Visitor	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	2 yrs	No	public task, safeguarding
DBS	Visitor	Visitor folder	Electronic	No	N/A	N/A	Yes	Yes	2 yrs	No	public task, safeguarding
E-mails	Visitor	IT Server	Both	Yes	IT Company	Reasons for arranging a visit	Yes	No	one day	No	public task, safeguarding

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Volunteers											
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Name	Individual	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), 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, safeguarding
Photo ID	Individual	Personnel file	Electronic	No	N/A	N/A	Yes	Yes	One day	No	public task, safeguarding
Gender	Individual	SIMS, Email, School Website, Contracts, '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	public task, safeguarding
Contact details	Individual	SIMS, 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	public task, safeguarding
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, safeguarding

Next of kin	Individual	SIMS, 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	public task, safeguarding
Car reg	Individual	Signing in Book	Electronic	No	N/A	N/A	Yes	Yes	One day	No	public task, safeguarding