## 1. INFORMATION AUDIT

Copyright of Plumsun Ltd, to be shared with Schools contracted to Plumsun Ltd GDPR Service only Dated 26th March 2018

What personal data is currently held in your school? Where did it come from?
Who is it shared with? It is 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.
Succested sections -

Personal Information	Who needs to	Sources	Physical,	Does it move	If yes, external	Why is it kept?	Is it	Should it be	If kept, how long	Does anyone	Legal basis for
	be informed that it is being held? (parent's, staff)	00.000	electronic or both	between your school and other organisations /people outside the school	organisations or people (i.e. parents)	Why is it shared with the organisation or individuals?	Accurate?	kept?	for?	need informing that it has been corrected?	holding the information
Specific											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server, Intranet	Electronic	Yes	Local Authority (i.e. safeguarding report), Service providers [school meals, Payment Arrangements], [See other rows that include Email],	Contractual Reasons	Yes	Yes	6 Months, unless for reasons stated in other rows	No	
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	Locations in the school, newsletters, school events,	Both	No (unless taken by an external company)	Yes, photographic company	Contractual arrangement for providing the photo	Yes	Yes, for publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
Staff			l				I.	una recordo			
Name	Employee	SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), HR Provider (name the provider), Occupational Health (name 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)	4
Contracts Gender	Employee Employee	SIMS, Staff File SIMS, Staff File, Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan, Accident Returns, [See single sentral record]	Both Both	No Yes	Public (i.e. if included on the website). He Provider (name the provider), Occupational Health (name provider), Contractors (i.e. Plumsun, training provider), Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	4
D.O.B	Employee	SIMS, Staff File, Email	Both	Yes	Occupational Health, HR Serices	Contractual Reasons	Yes	Yes	Ongoing	No	4
National Insurance	Employee	SIMS, 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	Both	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	Both	Yes	HR Payroll	Contractual Reasons	Yes	Yes	Ongoing	No	4
Bank account Next of Kin	Employee	SIMS, Staff File SIMS, Staff File	Both	Yes No	HR Payroll N/A	Contractual Reasons N/A	Yes Yes	Yes		No No	4
Appraisal	Employee Employee	Staff File	Both Both	Yes	HR Services	Advice on Employment	Yes	Yes Yes	Ongoing (for Two years (for	No	4
Car registration Phone no.s	Employee Employee	Staff File SIMS, Staff File,	Both Both	No Yes	N/A HR Services	N/A Contractual Reasons	Yes Yes	Yes Yes	Whilst valid Ongoing	No	4
	Employee	Email	Boui	res	FIX Services	Contractual Reasons	165	res	Origoria	INU	*
Email address	Employee	SIMS, Staff File, IT	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Salary Sick absence / other absence DBS	Employee Employee Employee	SIMS, Staff File Staff File [also see Staff File, [See single central record]	Both Both	Yes Yes Yes	HR Payroll HR Services and DBS Website for Update Service	Contractual Reasons Advice on Employment Check DBS for New Employee	Yes Yes Yes	Yes Yes Yes	Ongoing (for pay) Two years (for 6 Months, the DBS number is kept ongoing	No No N/A	4 4
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	4
Passport / ID info.	Employee	Staff File, [See single central record]	Both	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 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	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	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 and records	School photo events - 5 years, newsletters - 2 years	No	4
Madical	Employee	Staff File	Roth	Vac	HP Services or 1	Advice on omni	Vac		Two waara #	No	4
Medical Sickness / absence	Employee Employee	Staff File Staff File	Both Both	Yes Yes	HR Services and HR Services and	Advice on employment Advice on employment	168	Yes Yes	Two years (for Two years (for	No No	4

Disciplinary	Employee	Staff File	Roth	Yes	HP Sendon or d	Advice on omn'	Vec	Vec	Two years (for	No	Ia .
Disciplinary First aid record	Employee Employee	Staff File, Staff	Both Both	Yes No	HR Services and N/A	Advice on employment Shared with Ofsted for	Yes	Yes Yes	Ongoing, untill the	No Yes	4
Emargency Contact	Employee	SIMS, Staff File	Both	No	N/A	N/A	Yes	Yes	Ongoing (for	No	4
Interview notes Biometric	Employee	Staff File	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	4
Marriage Certs, Change of Deed	Employee 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 Services and	Contractual Reasons	Yes	Yes	6 months or if an	No	4
Sexual Preference	Employee	Anonomously	Physical	Yes	HR Services	Contractual Reasons	Yes	Yes	6 months	No	4
Previous work Experience Teacher status checK	Employee Employee	Staff File Staff File, [See single	Physical Both	No Yes	N/A DBS Website for	N/A Check DBS for New	Yes Yes	Yes Yes	6 months (unless 6 Months, the	No N/A	4
Section 128 check		central record]			Update Service	Employee			DBS number is kept ongoing 6 Months, the	N/A	
	Employee	Staff File, [See single central record]		Yes			Yes	Yes	record that the check was untertaken is stored		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 untertaken is stored	N/A	4
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]	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 resasons, publicity and information purposes about the school's achievements and records	School photo events - 5 years, newsletters - 2 years	No	4
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),	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Parents names	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each	Both	Yes	Email Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4
Address	Parent	day  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 attendence	No (unless changes of name)	4
SEN	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 (i.e. safeguarding report), Email, Change of School	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4
Medical	Parent	SIMS, Pupil File, Staff Room/Medical Room (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. safeguarding report), Email, Pluman (emergency response on school visits)	Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4
Allergies	Parent	SIMS, Pupil File, Staff Room/ Medical Room (in order to respond to emergencies), Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]	Both	Yes	Local Authority (i.e. safeguarding report), Email, Plumar (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4
Ethnicity and Religion	Parent	SIMS, Pupil File	Both	Yes	Local Authority, Plumsun (emergency response on school visits)	To respond to pupils needs	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes, parents if needs change	4
Behaviour Records and Risk Assessments	Parent	SIMS, Progress Reports	Both	Yes	Local Authority, Ofsted, parents, Plumsun (electronic school visit	Safeguarding, contractual arrangements - pupil	Yes	Yes	Ongoing, whilst the pupil is	Yes	4
Teacher reports	Parent	SIMS, Progress	Both	Yes	form) Local Authority, Ofsted,	attendence at school Contractual	Yes	Yes	Ongoing, whilst	Yes	4
		Reports			parents	arrangements - pupil attendence at school			the pupil is attending school		

Governors											
Relationship to pupil	Parent	SIMS, Pupil File,	Both	Yes	Local Authority (i.e.	Contractual reasons	Yes	Yes	Ongoing, whilst	No	4
		Email, safeguarding reports			safeguarding report), Email				the pupil is attending school, and for 6 months following attendence		
Matrital status	Parent	SIMS, Pupil File,	Both	Yes	safeguarding report), Service providers [school meals, Payment Arrangements], Email, Local Authority (i.e.	Contractual reasons	Yes	Yes	the pupil is attending school, and for 6 months following attendence Ongoing, whilst	No	4
Call History	Parent Parent	Absense recording line [deleted each day] SIMS, Pupil File,	Both	Yes Yes	No Local Authority (i.e.	N/A  Contractual reasons	Yes	Yes	attendence One day Ongoing, whilst	No No	4
Phone No.	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	No	4
Gender	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 attendence	No	4
		Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each day]			safeguarding report), Email				the pupil is attending school, and for 6 months following attendence		
Parental  Name  Address	Parent	SIMS, Pupil File, Email, Accident Returns, safeguarding reports, contractual document (such as permission slips), absense recording line [deleted each dayl SIMS, Pupil File,	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons  Contractual reasons	Yes	Yes	Ongoing, whilst the pupil is attending school, and for 6 months following attendence	No (unless changes of name)	4
Parental		Electronic documents			Venues						
European Health card	Parent	off site) and Electronic documents Paper (taken on and off site) and	Both	Yes	Centre and other	abroad, examination board check Check for school visits abroad	Yes	No	Only during a visit	No	
Passport details	Parent	Paper (taken on and	,	Yes	Plumsun Ltd, Education	abroad, examination board check Check for school visits	Yes	No	Only during a visit		
First language Birth Certificates	Parent	Paper	Physical	No	N/A	needs  Check for school visits	Yes	No	the pupil is attending school Only during a visit	needs change	7
Ooctors details	Parent Parent	SIMS, Paper located in Staff Room, Office, Medical Room SIMS, Pupil File	Both	Yes Yes	Local Authority, Ofsted, parents,  Local Authority	Contractual arrangements  To respond to pupils	Yes	Yes Yes	Ongoing, whilst the pupil is attending school Ongoing, whilst	Yes, parents if	4
Physical Intervention	Parent	SIMS, Paper located in Staff Room, Office, Medical Room	Both	Yes	parents	Contractual arrangements	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Email	Parent	SIMS, Pupil File, IT Server, Intranet	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing	No	4
Emergency Contacts	Parent	SIMS, Staff Office, IT Server, Intranet	Both	Yes	N/A	N/A	Yes	Yes	attending school Ongoing, whilst the pupil is attending school	Yes	4
Free School meals	Parent	IT Server, Intranet SIMS, Staff Office, IT Server, Intranet	Both	Yes	Catering Provider, Ofsted, parents	arrangements  Contractual arrangements	Yes	Yes	the pupil is attending school Ongoing, whilst the pupil is	Yes	4
LAC / Court Orders	Parent	School Intranet SIMS, Staff Office,	Both	Yes		arrangements	Yes	Yes	attending school, and for 6 months following attendence Ongoing, whilst	Yes	4
Exam certificates	Parent	in Staff Room, Office, Medical Room SIMS, Progress Reports, IT Server.	Both	Yes	Local Authority, Ofsted,		Yes	Yes	the pupil is attending school Ongoing, whilst the pupil is	Yes	4
First aid record	Parent	Reports, School Intranet SIMS, Paper located		Yes	parents	arrangements  Contractual	Yes	Yes	the pupil is attending school Ongoing, whilst	Yes	4
Assessments Fracking data	Parent Parent	SIMS, Progress Reports, School Intranet SIMS, Progress	Both	Yes	parents	Contractual arrangements  Contractual	Yes	Yes	Ongoing, whilst the pupil is attending school Ongoing, whilst	Yes	4
SATS results	Parent	SIMS, Progress Reports, School Intranet	Both	Yes	parents	Contractual arrangements	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 attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
Siblings	Parent	SIMS	Both	Yes	Local Authority, Ofsted	parents Safeguarding, safeguarding audits, contractual arrangements - pupil attendence at school	Yes	Yes	Ongoing, whilst the pupil is attending school	Yes	4
		Reports			parents	arrangements - pupil attendence at school,			the pupil is attending school		

Name	Governor	SIMS, Governor File,	Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	Ongoing	No (unless	4
	2070/10/	Email, School Website, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity			on the website), HR Provider (name the provider), Contractors (i.e. Plumsun, training providers), Local Authority (i.e.				go-ig	changes of name)	
ı		Plan, [See single sentral record]			safeguarding report), Email						
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, Email, safeguarding reports	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the	No	4
Personal Contact details	Governor	SIMS, Governor File, Email, safeguarding reports	Both	Yes	Local Authority (i.e. safeguarding report), Email	Contractual reasons	Yes		school Ongoing, whilst the person is a Governor at the		
Email	Governor		Both	Yes	IT Company	Contractual Reasons	Yes	Yes	school Ongoing	No	4
Adddress	Governor	Server, Intranet SIMS, Governor File	Both	Yes	Local Authority	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Governor at the		
Telephone No.s	Governor	SIMS, Governor File	Both	Yes	N/A	N/A	Yes	Yes	school Ongoing, whilst the person is a Governor at the		
Conflict of interest / Register of interest	Governor	SIMS, Governor File	Both	Yes	N/A	N/A	Yes	Yes	school Ongoing, whilst the person is a Governor at the		
Profile	Governor	SIMS, Governor File. School Website, Business Continuity Plan, [See single sentral record], IT Server, School	Both	Yes	N/A	N/A	Yes	Yes	school Ongoing, whilst the person is a Governor at the school		
Attendence at meetings	Governor	Intranet SIMS, Governor File. School Website	Both	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Governor at the		
Section 128 check	Governor	SIMS, Governor File, [See single sentral record]	Both	Yes	N/A	N/A	Yes	Yes	school 6 Months, the record that the check was untertaken is		
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 resasons, publicity and information purposes about the school's achievements	stored School photo events - 5 years, newsletters - 2 years	No	4
Contractors				1				and records			
Name	Contractor	SIMS, Email, School Website, Contracts, 'Signing In System', Business Continuity Plan, [See single sentral record]	Both	Yes	Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting),	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Address	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Email Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting),	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Gender	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Fmail Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting),	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
Mobile phone	Contractor	SIMS, Email, School Website, Contracts, Business Continuity Plan, [See single sentral record]	Both	Yes	Email Public (i.e. if included on the website), Other contractors (i.e. Plumsun for edcuational visits, accident reporting),	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	4
DBS	Contractor	Contractual records, [See single central	Both	Yes	Email  DBS Website for  Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is	N/A	4
Organisation	Contractor	record]	Both	Yes	DBS Website for Update Service	Contractual reasons	Yes	Yes	kept ongoing Kept as long as the current contract lasts	N/A	4
	Contractor Contractor	[electronic signing in	Both	No	N/A	N/A	Yes	No	N/A	No	4
	Contractor	system] Contractual records,	Both	No	N/A	N/A	Yes	Yes	Kept as long as the current	No	4
Photos		[See single central record]							contract lasts		
Photos  VAT Info  Visitors		[See single central record]									
Photos  VAT Info  Visitors	Visitor	[See single central record]  [electronic signing in system], School	Both	No	N/A	N/A	Yes		Contract lasts One day	No	4
Photos VAT Info  Visitors  Name  Car reg	Visitor	[See single central record]  [electronic signing in system], School Register [electronic signing in system], School Register	Both	No	N/A	N/A	Yes	Yes	One day	No	4
Photos VAT Info  Visitors  Name  Carreg		[See single central record]  [electronic signing in system], School Register [electronic signing in system], School Register [electronic signing in system], School System], School	Both					Yes	One day		4 4
Photos VAT Info  Visitors  Name  Car reg  Gender	Visitor	[See single central record]  [electronic signing in system], School Register [electronic signing in system], School Register [electronic signing in system], School Register [electronic signing in system], School	Both Both	No	N/A	N/A	Yes	Yes	One day	No	4 4 4
Photos VAT Info  Visitors  Name  Car reg  Gender  Organisation	Visitor	[See single central record]  [electronic signing in system], School Register [electronic signing in system], School Sch	Both Both	No No	N/A	N/A	Yes	Yes Yes	One day  One day  One day	No No	4 4 4
VAT Info  Visitors  Name  Car reg  Gender  Organisation  DBS	Visitor Visitor	[See single central record]  [electronic signing in system], School Register [	Both Both	No No	N/A N/A N/A	N/A N/A N/A N/A Reasons for arranging a	Yes Yes Yes	Yes Yes Yes	One day One day One day One day	No No	4
VAT Info  Visitors  Name  Car reg  Gender  Organisation  DBS  E-mails	Visitor Visitor Visitor Visitor	[See single central record]  [electronic signing in system], School Register [	Both Both Both Both	No No No	N/A N/A N/A N/A	N/A N/A N/A N/A	Yes Yes Yes	Yes Yes Yes Yes Yes Yes	One day One day One day One day One day	No No No	4

Name	Individual	SIMS, Email, School	Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	Ongoing	No (unless	4
		Website, Contracts,			on the website), Other					changes of	
		'Signing In System',			contractors (i.e.					name)	
		Business Continuity			Plumsun for						
		Plan, [See single			edcuational visits,						
		sentral record]			accident reporting),						
					Email. HR Provider						
Photo ID	Individual	[electronic signing in system]		No	N/A	N/A	Yes	Yes	,	No	4
Gender	Individual	SIMS, Email, School	Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	For as long as the	No	4
		Website, Contracts,			on the website), Other				contract to		
		'Signing In System',			contractors (i.e.				volunteer		
		[See single sentral			Plumsun for						
		record]			edcuational visits,						
					accident reporting),						
				Email, HR Provider							
Contact details Individ	Individual	SIMS, Email,	Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	For as long as the	No	4
		Contracts, IT Server,			on the website), Other				contract to		
		School Intranet			contractors (i.e.				volunteer		
					Plumsun for						
					edcuational visits,						
					accident reporting),						
					Email, HR Provider						
DBS	Individual		Both	Yes	DBS Website for	Check DBS for New	Yes	Yes		N/A	4
		[See single central			Update Service	Employee			DBS number is		
		record]							kept ongoing		
Next of kin	Individual	SIMS, Email,	Both	Yes	Public (i.e. if included	Contractual reasons	Yes	Yes	For as long as the	No	4
		Contracts, IT Server,			on the website), Other			1	contract to		l
		School Intranet			contractors (i.e.			1	volunteer		l
					Plumsun for			1			l
					edcuational visits,			1			l
				1	accident reporting),			1			l
					Email. HR Provider						
Car reg	Individual	[electronic signing in	Both	No	N/A	N/A	Yes	Yes	One day	No	4
		system]	l		1		1				l

External Providers
Call Parents
Capita - SIMS
Cool Milk
Dolce
Doodle Maths
EasiPC
LBDC
LGSS HR
NMPAT Northampton Town ParentPay Pearsons School Photography Company Skills4Sports Tapestry Target Tracker Towcester Leisure Centre