



**CENTRAL OFFICE**  
**GDPR INFORMATION – V3**  
**AUDIT Reviewed:- 01/09/22**

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 Trust 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
<b>Specific</b>											
E-Mails	Parent, Staff, Pupils, Parents, Contractors	IT Server	Electronic	Yes	Various external sources	Contractual Reasons , Communication	Yes	Yes	12 Months, unless for there is a reasonable explanation	No	Public Task
Photos	Parent, Staff, Pupils, Parents, Contractor, Visitors	IT Server, Website Newsletters	Electronic	Yes	Only internally, through this schools, if externally used the schools would have gained permission	Use of website / Newsletters /Marketing	Yes	Yes, for publicity and information purposes about the school's achievements and records	Review Periodically	No	Public Task
<b>Staff</b>											
Name	Employee	Arbor, Staff personnel File, Email, Trust Website, Course Certificates, Newsletters, Business Continuity Plan, Accident Forms, SCR	Both	Yes	Public (website), HR Provider (EPM), Occupational Health (Heales), Contractors (i.e. Plumsun,Arbor), Emails	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task

Contracts	Employee	Personnel File	Both	Yes	HR Provider - EPM	Contractual Reasons	Yes	Yes	Ongoing	Yes, employee	Public Task
Gender	Employee	Arbor, Staff personnel File, Email, Trust Website, Course Certificates, Newsletters, Business Continuity Plan, Accident Forms, SCR	Both	Yes	Public (website), HR Provider (EPM), Occupational Health (Heales), Contractors (i.e. Plumsun,Arbor), Local Authority (LGSS)Emails	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of title)	Public Task
D.O.B	Employee	Arbor, Personnel File, Email	Both	Yes	Occupational Health (Heales Medical), HR Services (EPM)	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
National Insurance	Employee	Arbor, Personnel File	Both	Yes	HR Payroll (EPM)	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Job application	Employee	Personnel File, Email, on-line received from potential employee	Both	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	6 months after date of leaving	No	Public Task
References	Employee	Personnel File, Emails received from previous employers	No	No	N/A	N/A	Yes	Yes	6 months after date of leaving	No	Public Task
Pension Info	Employee	Email - HR provider, Pension provider	Both	Yes	HR Payroll (EPM) Pension Provide (LGSS)	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Bank account	Employee	Personnel File	Physical	Yes	HR Payroll (EPM)	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public Task
Next of Kin / Emergency Contact	Employee	Personnel File	Physical	No	N/A	N/A	Yes	Yes	Ongoing (for emergency contact)	No	Public Task
Performance Management Review	Employee	Personnel File, 0365/Teams (Cloud server)	Both	No	no	Advice on Employment, CPD, Performance monitoring	Yes	Yes	Two years (for record of consistency)	No	Public Task
Personal Phone Numbers	Employee	Personnel file,	Physical	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task
Personal Email address	Employee	Personnel File, IT company	Both	Yes	IT Support Company	Contractual Reasons	Yes	Yes	Ongoing	No	Public Task

Email information	Employee	Personnel File, IT company, O365 cloud server, internal trust directory	Both	Yes	IT Support Company	Contractual Reasons	Yes	Yes	Ongoing whilst the person is a Employed - Retention 90 days	No	Public Task
Salary	Employee	Personnel File	Both	Yes	HR Payroll (EPM)	Contractual Reasons	Yes	Yes	Ongoing (for pay)	No	Public Task
Sick absence / other absence	Employee	Personnel File	Physical	Yes	HR Services (EPM) and Occupational Health (Heales)	Advice on Employment	Yes	Yes	Two years (for record of consistency)	No	Public Task

DBS Reference	Employee	Personnel File, [See single central record] Number	Physical	Yes	DBS Website for Update Service (EPM Portal)	Check DBS - New Employee	Yes	Yes	Ongoing	N/A	Public Task
Passport / ID info.	Employee	recorded Personnel File and SCR	Both	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] (0365/Teams)	Both	Yes	Schools	Shared with Ofsted for inspection purposes	Yes	Yes	Ongoing	Yes	Public Task
Training record	Employee	Personnel File, or Wall - First Aid	Both	No	N/A	Shared with Ofsted for inspection purposes, business continuity plan and for medical	Yes	Yes	Ongoing, until the training is no longer valid	Yes	Public Task
Copy of qualifications	Employee	Personnel File,	Physical	No	N/A	N/A	Yes	Yes	6 months	No	Public Task
Photos for ID	Employee	Personnel File - DL/Passport/Badges	Both	No	N/A	N/A	Yes	Yes	Ongoing (i.e. used on staff badges)	No	Public Task
Medical	Employee	Personnel File	Both	Yes	HR Services (EPM) Occupational Health	Advice on employment	Yes	Yes	Two years (for record of	No	Public Task
Sickness / absence	Employee	Personnel File	Both	Yes	(Heales) HR Services (EPM)Occupational Health (Heales)	Advice on employment	Yes	Yes	consistency) Two years (for record of consistency)	No	Public Task
Disciplinary	Employee	Personnel File	Both	Yes	HR Services (EPM)	Advice on employment	Yes	Yes	Two years (for record of consistency)	No	Public Task
Interview notes	Employee	Personnel File	Physical	Yes	HR Services (EPM)	Contractual Reasons	Yes	Yes	6 months	No	Public Task

Disabilities	Employee	Personnel File	Both	Yes	HR Services (EPM)Occupational Health (Heales)	Contractual Reasons	Yes	Yes	6 months or if an ongoing requirement for emergency	No	Public Task
Sexual Preference	Employee	Personnel File	Physical	Yes	HR Services (EPM) Occupational Health (Heales)	Contractual Reasons	Yes	Yes	6 months	No	Public Task
Previous work Experience	Employee	Personnel File	Physical	No	N/A	N/A	Yes	Yes	6 months from date of leaving employment	No	Public Task

Teacher status check	Employee	Personnel File, SCR	Yes	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	6 Months from date of leaving, the DBS number is kept ongoing	N/A	public Task
Section 128 check	Employee	Personnel File, [See single central record]	Both	Yes	SCR Trust Tab into schools		Yes	Yes	6 Months, the record that the check was undertaken is	N/A	Public Task
Disqualification by Association	Employee	Personnel File, SCR	Both	Yes	DBS Website for Update Service	Check DBS for New Employee	Yes	Yes	stored 6 Months, the record that the check was undertaken is stored	N/A	Public Task
<b>Trustees</b>											
Name	Trustees	Trustee file, Email, School and Trust Websites, Course Certificates, Registers, 'Signing In System', Newsletters, Business Continuity Plan and single central record	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 whilst the person is a trustee	No (unless changes of name)	Public Task
DBS	Trustees and School	Single Central Record, Governor Hub	Electronic	Yes	DBS Website for Update Service	Safeguarding purposes. It is shared because Trustees visit schools.	Yes	Yes	The DBS number is kept ongoing	N/A	Public Task

Gender	Trustees	Trustee File, Email, safeguarding reports, DBS, Governor Hub	Both	Yes	Statutory reporting (i.e. safeguarding, financial, charity law), Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task
Personal Contact details	Trustees	Trustee File, internal Trust directory, Email, safeguarding reports, Governor Hub	Both	Yes	Statutory reporting (i.e. safeguarding, financial, charity law), Email,	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Trustee	Yes; Companies House will need informing	Public Task
Email information	Trustees	Trustee file, internal trust directory, IT Server, 0365, Governor Hub	Both	Yes	IT Company	Contractual Reasons	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task

Address	Trustees	Trustee file, Governor Hub	Both	Yes	Companies House, Department for Education	Contractual reasons	Yes	Yes	Ongoing, whilst the person is a Trustee	Yes; Companies House will need informing	Public Task
Telephone Number	Trustees	Trustee File, internal Trust directory, Governor Hub	Both	No	N/A	To contact Trustees	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task
Conflict of interest / Register of interest	Trustees	Trustee File	Both	Yes	Website	Statutory requirement	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task
Profile	Trustees	Trust Website, IT Server, Governor Hub	Both	Yes	Website	Statutory requirement	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task
Attendance at meetings	Trustees	Trust website, minutes	Both	Yes	Website	Statutory requirement	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task
Section 128 check	Trustees	Single Central Record	Electronic	Yes	N/A	N/A	Yes	Yes	Ongoing, whilst the person is a Trustee	No	Public Task
Photos	Trustees	Newsletters, electronic signing in system, website	Electronic	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 Trust's successes	Ongoing, whilst the person is a Trustee	No	Public Task

## Contractors / Suppliers

Name	Contractor	PSF, Email, Invoices, Business Continuity Plan, SCR - contractors Contract Register	Both	Yes	Contractors (i.e. Plumsun for educational visits, accident reporting ), Emails	Contractual reasons	Yes	Yes	Ongoing	No (unless changes of name)	Public Task
Address	Contractor	PSF, Email, Invoices, Business Continuity Plan, SCR - contractors Contract Register	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 / Contact Number	Contractor	PSF, Email, Business Continuity Plan, SCR - Contractors. Contract Register	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 Reference	Contractor	SCR - number held	Electronic	Yes	DBS Website if registered for Update Service	Check DBS for New Employee	Yes	Yes	6 Months, the DBS number is kept ongoing	N/A	Public Task
Organisation	Contractor	Companies House	Both	Yes	Schools	Contractual reasons	Yes	Yes	Kept as long as the current contract lasts	N/A	Public Task
VAT Info	Contractor	PSF / Invoices	Both	No	N/A	N/A	Yes	Yes	Kept as long as the current contract lasts	No	Public Task