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| Who  |  |  | What  |  |  | When  | Who  | Where  |
| Description of data  | Type of data *(Personal)* *(Special)*  | How is it collected?  | Legal Basis  | What is it used for?  (Does it leave the school site?)  | Updated  | Retention (ICO Retention Schedule Ref)  | Who can access it? *(HT, AO, CT, Staff, GB)*  | Who is it shared with?  | Where is it stored?  What security measures are in place to protect it?  |
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|  |  |  |  | PUPILS AND PARENTS  |  |  |  |  |
| PUPILS AND PARENTS  | Pupil Admission Forms Name DOB Address/telephone numbers Email addresses Contact details for parents Emergency Contact Details Gender SEND info Previous education history Medical details Ethnicity Religion  |     X  |     X  |  Paper form completed by parent on entry and reviewed annually, inputted into secure cloud storage (Scholarpack) held within UK  |     Compliance with Legal Obligation/ Public Task  |     To administer pupil education and welfare  (Does not leave school site)  |     Annually or when informed by parents  |      Retain while pupil at the school (4.3a)  |  HT, AO, CT, Staff, External IT personnel  |  Relevant school personnel  Other schools (CTF)  LA DfE Medical professionals  |      Digitally on school server  Paper copy and registers held in secure cupboard in school office  |
|   Medical conditions/ dietary requirements/administe ring of medicines   |   X  |   |  Admissions form completed by parent on entry and reviewed annually  Healthcare Plans  |   Compliance with Legal Obligation/ Public Task   |   To administer pupil education and welfare  (Does not leave school site unless child on off site visit)   |   Annually or when informed by parents   |   2 years after cohort leaving the school   |   HT, AO, CT, Staff, External IT personnel   | Relevant school personnel  Other schools (CTF)  Medical professionals HC3S  |  Digitally on school server  Paper copy held in secure cupboard in school office   |
|   |   |
|   Pupil Records  |   X  |   X  |  Pupil reports  Letters from professionals  Info from previous educational establishments  |  Compliance with Legal Obligation/ Public Task  |  To administer pupil education and welfare  (Does not leave school site)  |   As necessary  | Retain while pupil at the school and send to new school upon transfer   |   HT, AO, CT, Staff  |   Relevant school personnel  |  Digitally on school server  Paper copy held in secure cupboard in school office  |

 *(Special)* school site?) Schedule Ref) *Staff, GB)* are in place to protect it?

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|   |    Pupil absence documentation  |   X  |   |  Paper form completed by parent (Requests for absence)  Electronic form completed by parent  |    Compliance with Legal Obligation/ Public Task  | Tracking/authorising absences  To administer pupil education and welfare (Does not leave school site unless for individual needs e.g. meeting attendance)  |    As necessary  |   Date of absence +2 years (  |   HT, AO, CT, Staff, External IT personnel  | Admin staff HT/AHT LA attendance team  |  Digitally on school server (Scholarpack)  Attendance folder Absence recording book  |
| PUPILS AND PARENTS  |     SEND information   |   |     X   |  EHCP documents SEND register/provision map Progress overviews   |   Compliance with Legal Obligation/ Public Task   |    To administer pupil education and welfare  (Does not leave school site unless for individual needs e.g. meeting attendance)   |   Progress reviews termly  Annual reviews   |    Retain while pupil remains at school then transfer 4.14   |   HT, AO, CT, Staff, External IT personnel   | Relevant school personnel Local Authority and Multi Agencies e.g. SALT, EP, Family Support Workers, School Nurse etc.  Other schools (CTF) Medical professionals  |    Digitally on school server  Paper copy and registers held in secure cupboard in SEND office   |
|    FSM/PP/LAC   |   |    X   |   Internal data tracking documents/reports   |   Compliance with Legal Obligation/ Public Task   |  To administer pupil education and welfare  (Does not leave school site unless for individual needs e.g. meeting attendance)   |   Annually or when informed by parents   |   Retain while pupil remains at school then transfer   |  HT, AO, CT, Staff, External IT personnel   | Relevant school personnel Other schools (CTF)  LA  DfE Medical professionals  |  County cloud storage held within UK  Digitally on school server (Scholarpack)   |
|   | Photos  | X  |   | School cameras and IPads, downloaded onto school  | Consent for publication  | Curriculum  | N/A  | 1 year after cohort  | HT, AO, CT, Staff, External  | Relevant school personnel  | Digitally on school server (SIMS)  |

Description of data Type of How is it collected? Legal Basis What is it used for? Updated Retention Who can access Who is it shared Where is it stored? data (Hants it? with?

*(Personal)* (Does it leave the Retention *(HT, AO, CT,* What security measures *(Special)* school site?) Schedule Ref) *Staff, GB)* are in place to protect it?

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|   |   |   |   | server  School photographer    |  Public Tasks for identification    | Record keeping  Safeguarding Historical interest Publicity to include social media (Does leave site with consent)  |   | leaving the school    | IT personnel, public (on website)    |  Public (displays, website, news)    |  Website    |
|   |   |   |   |   | Curriculum  |   |   |   |   |   |
|  |   Video/Audio Recording    |  |   X  | School IPads, cameras - downloaded onto school server    |  Consent for publication  Public Tasks for identification   |  Record keeping Safeguarding Historical interest  Publicity to include social media (Does leave school site with consent)  |   N/A    |   1 year after cohort leaving the school)  |   HT, AO, CT, Staff, External IT personnel, public (on website)  |   Relevant school personnel  Public (displays, website, news)  |  Digitally on school server (SIMS)  Website   |
|   |   |
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|    Child protection, Violent Incident, Physical Intervention, Racist Incident forms  |      X  |   |  CP concern documents stored electronically on the school server and password protected  Online forms submitted to LA via secure portal  |    Public Tasks Vital Interests  | To administer pupil education and welfare  Safeguarding  Reporting serious incidents  (Does not leave school site unless for individual needs e.g. CP meeting)  |     As necessary  | Retain whilst pupil in school and transfer securely when child leaves for new school  |     HT, DSL  |   Relevant school personnel  LA  |   Digitally on school server  Kept separate from pupil’s main file  Kept securely in locked cupboard and transferred securely when child leaves  |

 *(Special)* school site?) Schedule Ref) *Staff, GB)* are in place to protect it?

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| PUPILS AND PARENTS  |    Accident reports and accident investigation  |     X  |   |  Accident book Online accident reporting secure portal  |   Compliance with legal obligation  |  Safeguarding and pupil welfare  (Does not leave school site)  |     N/A  | Keep books until youngest child entered has reached age 22 RIDDOR reported online and held electronically   |   HT, AO, CT, Staff  |   Relevant school personnel  LA HSE  |  Digitally on school server  Paper copy held in secure cupboard in school office  |
|     Attainment and progress data/curricula records    |   |   |   |    Compliance with Legal Obligation/ Public Task    |  To administer pupil education and welfare – tracking and reporting progress and attainment (Does not leave school site)   |    Sept, Nov, Feb, Apr and July    |    Whilst operationally required    |     HT, CT External IT personnel    | Support staff  Parents  Other schools (CTF) LA DfE  |    Digitally on school server  Paper copies kept securely (HT/main office locked)    |
|     X    | Pupil trackers  Pupil progress documentation  National testing documents  National testing results   |
|   Communication with parents  |   X  |   |  Annual reports Feedback Personal letters  |   Public Task  | To administer pupil education and welfare  (Does not leave school site)  |   N/A  | Retain while pupil is at school then to new school  |  HT, AO, CT, External IT personnel  |   School staff as appropriate  | Digitally on school server  Paper copies stored in locked cupboard  |
|  School trip information including name, medical and emergency contact details  |   X  |   |  Paper copies completed by parents  |   Public Task  | To administer pupil education and welfare  (Does leave school site)  |   As necessary  |  Date of event + 1 year   |   School staff  |  School staff as appropriate and agents running trip.  |  Paper copies stored in locked cupboard  |

Description of data Type of How is it collected? Legal Basis What is it used for? Updated Retention Who can access Who is it shared Where is it stored? data (Hants it? with?

*(Personal)* (Does it leave the Retention *(HT, AO, CT,* What security measures *(Special)* school site?) Schedule Ref) *Staff, GB)* are in place to protect it?

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|   |   Individual SATs Results  |   X  |   |  NCA Tools Portal access by HT  Copies printed  |  Compliance with Legal Obligation/ Public Task  | To administer pupil education on behalf of DfE  (Does not leave school site)  |   N/A  |   DOB +22 years  |  HT, AO, Admin, CT  |  Parents DfE CT  |   Paper copies stored in locked cupboard  |
| PUPILS AND PARENTS  |  Individual SATs Papers  |   |  X  |  NCA Tools Portal access by HT.  |  Compliance with Legal Obligation/ Public Task  | To administer pupil education on behalf of DfE  (Does not leave school site)  |  N/A  |   Current Year +1 year)  |   HT, AO, Admin, CT  |  CT  |   Digitally on school server.  |
|  CCTV images  |  X  |   |  Collected electronically  |  Public Task  | Security Measures  (Does not leave school site unless requested by Police)  |  N/A  |  In accordance with server make and model  |   HT, Site Manager  |   Security Company or Police  |   Digitally on school server  |
| data *(Personal)* *(Special)*  | (Does it leave the school site?)  | (Hants Retention Schedule Ref)  | it? *(HT, AO, CT, Staff, GB)*  | with?  | What security measures are in place to protect it?  |

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|  |  |  |  | SCHOOL STAFF  |  |  |  |  |
| SCHOOL STAFF  | Staff Application Form Name DOB Address Email Telephone numbers Contact details Previous educational history Previous employment details  |    X  |   |  Application form and Equality Monitoring Form completed by staff prior to interview  |   Performance of a contract  Necessary to carry out tasks in the Public Interest  |  Identification and checking purposes  (Does not leave school site)  |   Whenever changes occur (address)  | End of employment + 7 years for successful applicants  Date of application + 6 months for unsuccessful applicants   |   HT, AO  |  Relevant school personnel and LA  Application form shared with shortlisting and interview panel  |  Digitally on school server  Single Central Register (Password protected)  Paper copy held in secure cupboard in school office  |
|  Interview notes and recruitment records e.g. educational qualifications; CV; references; pension, next of kin; prohibition; right to work in the UK etc.  |    X  |   |  Application form completed prior to interview. Inputted into secure cloud storage school networkheld within UK. Pre- employment check sheet. Staff entry form.  |   Performance of a contract  Compliance with Legal Obligation/ Public Task  |    Identification and checking purposes. Emergency contact  (Does not leave school site)  |    Whenever changes occur (pension)  | End of employment + 7 years for successful applicants. Date of application + 1 year for unsuccessful applicants  |   HT, AO  |  Relevant school personnel and relevant interview panel members  |   Employee data base  Single Central Register (Password protected)  Paper copy held in secure cupboard by school office  |
|  Pre-employment vetting information  |   |  X  |  DBS check; references; passport; driving licence; proof of identity checks; proof of right to work in UK; List 99 (barring list); Childcare Disqualification Staff Declaration Form.  |  Compliance with legal contract obligation and compliance with DfE KCSiE  |  Identification and checking purposes.  (Does not leave school site)  |  When next DBS check occurs  |  End of employment + 7 years  |   HT, AO  |  Relevant school personnel  OFSTED inspectors  |  Single Central Register (password protected)  Some paper copies held in secure cupboard in school office.  |
| data *(Personal)* *(Special)*  | (Does it leave the school site?)  | (Hants Retention Schedule Ref)  | it? *(HT, AO, CT, Staff, GB)*  | with?  | What security measures are in place to protect it?  |

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| SCHOOL STAFF  |   Characteristics e.g. nationality, ethnicity, sexual orientation, disability etc.  |   |     X  |  Equality Monitoring From completed on entry  |   Compliance with legal contract obligation  |   Monitoring and ensuring of equality  (Does not leave school site)  |    If changes occur  | End of employment + 7 years) for successful applicants  Date of application + 6 months for unsuccessful applicants   |     HT, AO  |    Relevant school personnel only  |    Paper copy held in secure cupboard in school office  |
|  NI number, bank details, tax number, payroll number and records  |   X  |   |  From individual on start of employment  | Compliance with legal contract obligation  | To pay staff  (Does not leave school site)  |  Whenever changes occur  |  End of employment + 7 years (7.4)  |   HT, AO, FO  | Relevant school personnel only  LA – payroll provider  | Digitally on school server  Paper copy held in secure cupboard in school office  |
|   Health e.g. NHS number; medical conditions & dietary requirements; staff sickness records; sickness management reports; OH referrals and reports  |     X  |   |  Health Declaration Form completed by staff on entry.  |  Compliance with legal contract obligation  Protection of vital interests  Staff sickness - Limitation Act (1980)  |    To administer staff welfare and safety  (Does not leave school site)  |     Whenever changes occur  | Staff sickness records e.g. Dr notes – academic year +3.  Ill health referrals end of employment + 7 years) for successful applicants.  |    HT, AO, CT, Staff, External IT personnel  |   Relevant school personnel  Other schools (CTF)  Medical professionals    |    Digitally on school server  Paper copy held in secure cupboard in school office  |
|   |    Staff transport and car checks  |   X  |   |  Insurance check (business for transporting children)  Transporting Children checklist and details  Car registration  | Compliance with legal contract obligation  Necessary to carry out tasks in the Public  |   Insurance protection  (Does not leave school site)  |   Whenever changes occur  |    End of employment  |   HT, AO  |    Relevant school personnel  |    Paper copy held in secure cupboard in school office  |
| data *(Personal)* *(Special)*  | (Does it leave the school site?)  | (Hants Retention Schedule Ref)  | it? *(HT, AO, CT, Staff, GB)*  | with?  | What security measures are in place to protect it?  |

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| SCHOOOL STAFF  |   |   |   | number/make etc.  | Interest  |   |   |   |   |   |   |
|   Staff annual appraisal records  |    X  |   |  Collected as part of appraisal cycle in discussion with individual members of staff  Performance Management notes and observation notes/IPP notes and record on personnel file  | Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  |   Monitoring/ performance of contract  (Does not leave school site)  |  In line with appraisal cycle  |  Current appraisal year + 5 years  |   HT, appraiser and appraisee  | Recommendation shared with GB pay committee  OFSTED – anonymised  Trade Union Associations  |   Digitally on school server  Paper copy held in secure cupboard in school office  |
|     Disciplinary Proceedings: substantiated /unsubstantiated  |   |    X  |  Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter  | Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  Limitation Act (1980)  |  Contract/personnel purposes/investigative purposes  (Does not leave school site unless meeting held offsite)  |     In line with disciplinary procedures  | Warnings - end of employment + 7 years Outcome letter - end of employment + 7 years All other cases – close of case + 7 years  |    HT, member of staff/LADO/ disciplinary committee/ union reps  |    Only shared with relevant bodies in connection with disciplinary process  |    Held securely in staff personnel file  |
| data *(Personal)* *(Special)*  | (Does it leave the school site?)  | (Hants Retention Schedule Ref)  | it? *(HT, AO, CT, Staff, GB)*  | with? What security measures are in place to protect it?  |

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|   |    Disciplinary Proceedings: False or malicious  |   |     X  |  Disciplinary warnings; records of investigation; notes; GB minutes of panel meeting; outcome letter  |   Compliance with legal contract obligation.  Necessary to carry out tasks in the Public Interest  Limitation Act (1980)  |   Contract/personnel purposes/investigative purposes  (Does not leave school site unless meeting held offsite)  |     In line with disciplinary procedures  | Warnings - end of employment + 7 years (  Outcome letter - end of employment + 7 years  All other cases – close of case + 7 years  |     HT, member of staff/LADO/ disciplinary committee/ union reps  |     Only shared with relevant bodies in connection with disciplinary process  |    Held securely in staff personnel file  |
|     Staff maternity/paternity pay records  |     X  |   |  Staff member involved in completing paperwork  | Compliance with legal contract obligation  Necessary to carry out tasks in the Public Interest  Statutory Maternity Pay Regulations (1986)  |   Determine maternity/paternity pay  (Does not leave school site)  |     N/A  |    Current academic year + 3 years (6.9)  |     HT/staff  |    AO/FO  LA – payroll and HR  |    Digitally on school server  Held securely in staff personnel file  |

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| *(Personal) (Special)*  | (Does it leave the school site?)  | Retention Schedule Ref)  | *(HT, AO, CT, Staff, GB)*  | What security measures are in place to protect it?  |

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| SCHOOL STAFF  |  Accident reports: adults * Accident books
* F2508 – RIDDOR forms
* Local accident investigation record
 |   |   |  Staff member and witnesses to complete paperwork in line with H&S regulations     | Social Secuity regulations (1979) regulation 25 Social Administration Act (1992) section 8 Limitation Act (1980)  |    Health and Safety of staff  (Does not leave school site)    |      N/A    |     Current year + 7 years    |     HT, H&S rep, relevant parties    |    County and relevant parties as appropriate to accident e.g. LA/RIDDOR/HSE    |    Completed on line and held electronically  Paper copy held in secure cupboard in school office    |
|   |
|   |
|   |
|  X  |
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|    Photos    |   |    X    |  School cameras and IPads, downloaded onto school server    |   Public Task  Consent    | Curriculum Record keeping Safeguarding Historical interest Publicity (Does not leave school site)  |    As necessary    | 1 years after leaving the school (if longer, special permission to be sought)  |  HT, AO, CT, Staff, External IT personnel, public (on website)    |  Relevant school personnel  Public (displays, website, news)    |   Digitally on school server and website    |
|    Video/Audio Recording   |   |   |   |  Public Task Consent   |  Curriculum  (Does not leave school site)   |   As necessary   | 1 years after leaving the school (if longer, special permission to be sought)  |   HT, AO, CT, Staff, External IT personnel   | Relevant school personnel  Public (displays, website, news)   |   Digitally on school server and website   |
|   X  | School IPads, cameras - downloaded onto school server. Password protected.  |
|   |   |
|   Violent Incident Records (VIR)  |   |   |  Record of incident taken and reported online.  |   Limitation Act (1980)  |  Reporting purposes  (Does not leave school site)  |   As necessary  |   Current year + 3 years  |    DSL, HT  |    LA, LADO  |   Online form completed. May be put on staff personnel file.  |
|   X  |
| data *(Personal)* *(Special)*  |   | (Does it leave the school site?)  | (Hants Retention Schedule Ref)  | it? *(HT, AO, CT, Staff, GB)*  | with?  |   | What security measures are in place to protect it?  |

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| SCHOOL STAFF  |  Health and Safety training records  |   X  |   |  List of training undertaken by staff members.  |   Necessary to carry out tasks in the Public Interest  |  Record of training undertaken to show compliance  (Does not leave school site)  |  Annually or when training takes place  | Current year + 6 years or unless records apply for a limited time e.g. First Aid Certificates   |   HT, H&S rep  |  GB, LA as appropriate  |  Digitally on school server  Paper copy held in secure cupboard in school office  |
|    Pecuniary Interest forms  |    X  |   |  Completed by staff.  |  Compliance with legal contract obligation.  |  Governance.  (Does not leave school site)  |   As necessary  |   For as long as valid  |    HT, AO  |    GB  |   Paper copy held in secure cupboard in school office  |
|    CCTV images  |    X  |   |  Collected electronically  |    Public Task  |  Security Measures  (Does not leave school site unless requested by Police)  |    N/A  |  In accordance with server make and model  |   HT, Site Manager  |   Security Company or Police  |   Digitally on school server  |
| *(Personal) (Special)*  | (Does it leave the school site?)  | Retention Schedule Ref)  | *(HT, AO, CT, Staff, GB)*  | What security measures are in place to protect it?  |

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GOVERNORS

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|  |  |  |  | GOVERNORS  |  |  |  |  |
|  |  GB Application Form  Name Date of Birth Contact details Address References  |    X  |   |  GB Application Form  |  Necessary to carry out tasks in the Public Interest  Legal Obligation  |   Governance  (Does not leave school site)  |    As necessary  | GB application forms for successful applicants – end of term of office + 1 year (1.3)  Unsuccessful applicants – date of election + 6 months)  |  HT, AO, Clerk to govs  |  Governor services DfE General public  |   Application form  Single Central Register - Password protected  Website  Contact details form Pecuniary Interest Form  |
|   DBS number Proof of identity    |    X   |   |  Electronic application and notification  Number is provided by the individual voluntarily   |  Necessary to carry out tasks in the Public Interest Legal Obligation    |  To ensure pupil welfare (safeguarding)  (Does not leave school site)    |   As necessary    |   Term of office + 1 year ()    |  HT, AO, Clerk to govs, Safeguarding governor,    |  HT  CoG  Safeguarding governor OFSTED LA  |   Single Central Register - Password protected    |
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|   Pecuniary Interests  |   X  |   |  Paper form completed annually.  |  Governance Public Task  | For employment purposes (conflict of interest)  (Does not leave school site)  | Annually and checked at each meeting  |   Current year + 6 years (  |   HT, Clerk to the governors  |   General public  |  Pecuniary Interests form Website  |
| Governor election voting forms  |  X  |   |  Via parents completing the forms  | Governance  Public Task  |  Election of GB  |  N/A  | Date of election + 6 months  | HT, AO, counting panel  |  Parents  | Paper copy held in secure cupboard in school office  |
|  Photos  |   |  X  |  School camera downloaded onto school server  |  Consent  | Public interest  (Does not leave school site)  |  As necessary  |  End of office  | HT, AO, CT, Staff, External IT personnel, public (on  | Relevant school personnel  Public (displays,  | Digitally on school server.  Website  |

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| *(Personal) (Special)*  | (Does it leave the school site?)  | Retention Schedule Ref)  | *(HT, AO, CT, Staff, GB)*  | What security measures are in place to protect it?  |

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|   |   |   |   |   |   |   |   |   | website)  | website, news)  |   |
|   Meeting attendance and training records  |  X  |   |  Through meeting minutes by clerk to GB  |  Governance Public Task  | Governance and compliance  (Does not leave school site)  |   As necessary  | Keep in school 6 years and then archive   |   HT, Clerk to GB, all Governors  |  Public  |  Website  Paper copy held in secure cupboard in school office.  |
| Records of all full GB, committee and panel meetings Agendas and signed minutes Governor reports  |  X  |   |  Through meeting minutes by clerk of GB  |  Governance Public Task  | Governance and compliance  (Does not leave school site)  |   As necessary  | Keep in school 6 years and then archive   |   HT, Clerk to GB, all Governors  |  Public  |  Paper copy held in secure cupboard in school office  GB portal on website  |
| GOVERNORS  |    Complaints   |    X   |   |  Through complaints procedure initiated by complainant   |  Compliance with Legal Obligation/ Public Task   |  To address complaints  (Does not leave school site)   |   As necessary   |  Date of resolution of complaint + 7 years   |  HT, Clerk to GB, Chair of Governors, Complaints Panel   | HT  Clerk to GB Chair of Governors Complaints Panel  |   Paper copy held in secure cupboard in school office   |
|  GB Action Plans  |  X  |   |  Through meetings and school visits.  |  Compliance with Legal Obligation/ Public Task  | To address areas of school improvement  (Does not leave school site)  |  Regularly  |  Life of action plan + 3 years  |  All staff and GB  | Outcomes shared with parents  LA – Governor Services  | Digitally on school server.  Paper copy held in secure cupboard in school office.  GB portal on website.  |
| *(Personal) (Special)*  | (Does it leave the school site?)  | Retention Schedule Ref)  | *(HT, AO, CT, Staff, GB)*  | What security measures are in place to protect it?  |

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|  |  |  | VISITORS/VOLUNTEERS/CONTRACTORS  |  |  |  |
| VISITORS/VOLUNTEERS/CONTRACTORS  |   Name Email Telephone contact numbers   |    X   |   |  Paper form completed by volunteer on application   |  Necessary to carry out tasks in the Public Interest Public Task Vital Interest   |   For safeguarding purposes  (Does not leave school site)   |   As necessary   |   End of volunteering + 1 year   |  HT, AO, Safeguarding governor   |  HT  CoG  Safeguarding governor  OFSTED LA  |   Application form  Single Central Register – Password protected   |
|    DBS number Proof of identity References   |    X   |   |  Electronic application and notification  Number is provided by the individual voluntarily   |    Legal Obligation Protection of vital interests   |   To ensure pupil welfare (safeguarding)  (Does not leave school site)   |     As necessary   |    End of volunteering + 1 year   |  HT, AO, Safeguarding governor   |  HT  CoG  Safeguarding governor OFSTED LA  |    Single Central Register - Password protected   |
|   |   Visitor Signing In Book  |   |   |  Collected by visitor/volunteer/contractor  |  Public Task  |  Safeguarding and emergency evacuation  |  As necessary  | Upon completion book + 2 years  |  Admin staff and HT  |  Admin staff  |  On signing in desk – paper copy  |
|  X  |
|  |