

## INFORMATION AUDIT - 23<sup>rd</sup> May 2018

What personal data is currently held in your Pre-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 actions –

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 pre-school and other organisations/people outside the pre-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>											
Emails	Staff Parents	Gmail, Egress	Electronic	Yes	Parents, Other agencies	Reference	Yes	Yes	6 months or longer		
Photos	Staff Parents		Both	Yes							
<b>STAFF</b>											
Name	Staff, parents, HMRC	Email, staff records, training data, notice boards, photos, appraisals	Both	Yes	NCC, HMRC	Identity, work record	Yes	Yes	End of academic year	Staff, HMRC	Statutory
DoB	Staff, committee	Staff record, application form	Both	Yes	HMRC	Identity	Yes	Yes	End of academic year	HMRC	Statutory
National Insurance Number	Staff, committee, HMRC	Staff record, application form	Both	Yes	External organization	Identity	Yes	Yes	End of academic year	HMRC	Statutory
Job Application Form	Staff, committee	Paperwork	Both	No	N/A	Suitability for role			End of academic year	N/A	Identity
References	Staff, committee	Paperwork	Both	No	N/A	Committee, Staff	Yes	Yes	End of academic year	N/A	Work record checks

Pension information	Staff, Committee, HMRC, Smart Pension	Online	Both	Yes	External organization	Information, processing pension payments	Yes	Yes		Staff, Committee, HMRC, Smart Pension	Statutory
Bank Account details	Staff, Committee	Online banking	Electronic	Yes	Barclays Bank	Account holder	Yes	Yes	Immediately after last salary payment	Gail, bank staff	Payroll
Next of kin	Staff, Committee	Staff information forms	Physical	No	No	Emergency contacts	Yes	Yes	Immediately after last salary payment	Staff, Committee	
Appraisal data	Staff, Committee	Paper	Physical	No	N/A	CPD	Yes	Yes	Academic year end	Staff, Committee	
Telephone numbers	Staff, committee	Paper	Physical	No	NCC, HMRC	Contact	Yes	Yes	Academic year end		
Email addresses	Staff, committee	Electronic, paper	Electronic, paper	Yes	Smart Pension, outside agencies	Contact	Yes	Yes	Academic year end	Staff, committee, Smart Pension	
Salary	Staff, committee	Basic pay, paperwork	Both	Yes	Basic pay, HMRC, Smart Pension, ENDC	Evidence of work/pay	Yes	Yes		Staff, committee, HMRC, Smart Pension, ENDC	Statutory
Sickness/absence record	Senior staff	Paperwork	Paper	Yes	Potential employers	References	Yes	Yes			
DBS	Staff, committee	Online	Online	No		Proof of suitability	Yes	No	Reference number kept until employee leaves.	Staff, committee, OFsted	Statutory
Training record	Staff, committee	Paperwork	Paper	Yes	NCC	Proof of suitability	Yes	Yes	Academic year end	Staff, committee, NCC	
Risk assessments	Staff, committee, parents	Paperwork	Paper	No	N/A	Proof of compliance	Yes	Yes	?	Staff, committee, Insurance Company	

ID information	Staff, Committee	Passport, driving license	Physical	Yes	Basic PAYE	Proof of identification	Yes	Yes		Staff, committee, HMRC	
Copy of qualifications	Staff, committee, parents	Paper copies	Physical	No	N/A	Proof of suitability	Yes	Yes		Staff, committee, parents	
Photos for identification	Staff, Committee	Passport, driving license	Physical	Yes	Basic PAYE	Proof of identification	Yes	Yes		Staff, committee, HMRC	
General photos	Staff, Committee	Notice boards, wall displays, children's folders, website, facebook	Physical	Yes	Online	Marketing and sentiment	Yes	Yes	N/A	Staff, committee, parents	Information sharing
Medical data	Senior staff	Staff Information Sheet, application form	Physical	No	No	Reference, safety of staff & children	YES	YES	Immediately after last salary payment	Senior staff	
Disciplinary data	Staff, Committee	Paper, references, application form	Both	Yes	Yes	References	Yes	Yes	A year after leaving	No	
Accident records	Staff, Committee	Records	Physical	Yes	NHS	Statutory requirement	Yes	Yes	?	Yes	
Emergency contacts	Staff, Committee	Records	Physical	Yes	NHS	Emergency situation	Yes	Yes	Immediately after last salary payment	Yes	?
Interview notes	Staff, Committee	Records	Physical	No		References	Yes	Yes	Immediately after leaving employment	N/A	N/A
Disabilities	Senior Staff, Committee	Records	Physical	Yes	Reference	Yes	Yes	Yes	Immediately after last salary payment	Senior staff, committee	

Work experience	Senior staff, Committee	Application form	Physical	Yes	Reference	Yes	Yes	Yes	Immediately after last salary payment	Senior staff, committee	
Disqualifications by association	Staff, committee	Evidence	?	Yes	References	Yes	Yes	Yes	?	Senior staff, committee	
PUPIL											
Name	Parents, staff	Physical	Both	Yes	School	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Photo	Parents, staff	Physical	Both	No	School	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Gender	Parents, staff	Physical	Both	No	School	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Parents' names	Parents, staff	Physical	Both	Yes	School	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Address	Parents, staff	Physical	Both	Yes		Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
SEND	Parents, staff	Physical, M/A?	Both	Yes	School	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Medical	Parents, staff	Physical, M/A	Paper	Yes		Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Allergies	Parents, staff	Physical	Paper	Yes		Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Ethnicity & religion	Parents, staff	Physical	Paper	Yes	Funding audit	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Child protection

Behaviour records & risk assessments	Parents, staff	Physical	Paper	Yes		Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	
Keyworker records	Parents, staff	Staff	Both	Yes	Parents, School	Learning evidence	Yes	Yes	While on register	Staff	Statutory
Siblings	Parents, staff	Physical	Both	Yes	School	Safeguarding reference, learning evidence	Yes	Yes	While on register	Staff	Statutory
Summaries	Parents, staff	Physical	Paper	Yes		Learning evidence	Yes	Yes	While on register	Staff	Statutory
Tracking data	Parents, staff	Staff	Both	Yes	Parents, school	Reference, safeguarding evidence	Yes	Yes	While on register	Staff	Statutory
Safeguarding	Parents, staff	Staff, parents	Both	Yes	School, parents	Reference, safeguarding evidence	Yes	Yes	21 years	Staff, M, A	Child protection
Accident record	Parents, staff	Parents, staff	Paper	Yes	Parents	Safeguarding	Yes	Yes	21 years	Staff, M, A	Child protection, Statutory
Family information	Parents, staff	Parents, staff	Paper	Yes		Safeguarding reference	Yes	Yes	While on register	Staff, M, A	Child protection, Statutory
Court orders	Parents, staff	Parents, staff	Paper	Yes		Safeguarding reference	Yes	Yes	?	Staff, M, A	Child protection, Statutory
Funding entitlement	Parents, staff	Physical, application	Both	Yes	Shared settings	Reference	Yes	Yes	1 year after leaving	NCC	Statutory
Emergency contacts	Parents, staff	Parents	Both	No		Safeguarding reference	Yes	Yes	While on register	Staff	Statutory
Email	Parents, staff, committee	Parents	Both	Yes		Safeguarding reference	Yes	Yes	While on register	Staff	Information sharing
Doctor's details	Parents, staff	Parents	Paper	Yes		Safeguarding reference	Yes	Yes	While on register	Staff	Statutory
First language	Parents, staff	Parents	Paper	Yes		Reference	Yes	Yes	While on register	Staff	Statutory
Birth certificate	Parents, staff	Parents	Paper	No		Requirement for funding and registration	Yes	Yes	1 year after leaving	Staff	Statutory

Utility bill	Parents, staff	Physical	Paper	No		Requirement for funding and registration	Yes	Yes	1 year after leaving	Staff	Statutory
PARENTS											
Name	Parents, staff, committee	Physical	Both	Yes	MASH, Multi agency	Safeguarding reference	Yes	Yes	While on register	Staff	Statutory
Telephone numbers	Parents, staff, committee	Physical	Both	Yes	MASH, Multi agency	Safeguarding reference	Yes	Yes	While on register	Staff reference	Statutory
Letters	Parents, staff, committee	Physical	Both	Yes	MASH, Multi agency	Safeguarding reference	Yes	Yes	While on register	Staff reference	Statutory
Relationship to pupil	Parents, staff, committee	Physical	Paper	Yes	MASH, Multi agency	Safeguarding reference	Yes	Yes	While on register	Staff	Statutory
COMMITTEE											
Name	Parents, staff, committee	Committee	Both	Yes	OFSTED, DBS checks	Reference	Yes	Yes	From election to stepping down from Management Committee	OFSTED	Statutory
Personal contact details	Parents, staff, committee	Committee	Both	Yes	DBS checks	Reference	Yes	Yes	From election to stepping down from Management Committee	OFSTED	OFSTED
Email	Parents, staff, committee	Committee	Both	Yes	OFSTED, DBS checks	Reference	Yes	Yes	From election to stepping down from Management Committee	OFSTED	Statutory
Address	Parents, staff, committee	Committee	Both	Yes	OFSTED, DBS checks	Reference	Yes	Yes	From election to stepping down from Management Committee	OFSTED	Statutory
Telephone	Parents, staff, committee	Committee	Both	Yes	OFSTED, DBS checks	Reference	Yes	Yes	From election to stepping down from Management Committee	OFSTED	Statutory

Conflict of interest register	Parents, staff, committee	Committee	Both	Yes	Minutes of meetings	Reference	Yes	Yes	From election to stepping down from Management Committee	No	No
Profile	Parents, staff, committee	Committee	Both	Yes	OFSTED, DBS checks	?	Yes	Yes	From election to stepping down from Management Committee	No	
Attendance at meetings	Parents, staff, committee	Committee	Electronic	No		Reference	Yes	Yes	From election to stepping down from Management Committee		
DBS	Parents, staff, committee	Committee	Electronic	Yes	OFSTED	Child protection	Yes	Yes	From election to stepping down from Management Committee	OFSTED	Statutory
Photos	Parents, staff, committee	Committee	Paper	Yes	Website, notice boards	Reference	Yes	Yes	From election to stepping down from Management Committee	No	

## CONTRACTORS

Name	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection
Address	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection
Gender	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection

Mobile	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection
DBS	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection
Organisation	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection
Photo	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection
VAT information	Contractor, Committee, senior staff	Contractor or business	Both	No	N/A	Child protection during access times	Yes	Yes	While on job	Committee	Child protection

## VISITORS

Name	Staff	Visitor	Both	No		Emergency reference, child protection	Yes	Yes	During of visit	Staff, committee	OFSTED
Address	Staff	Visitor	Both	No		Emergency reference, child protection	Yes	Yes	During of visit	Staff, committee	OFSTED
Gender	Staff	Visitor	Both	No		Emergency reference, child protection	Yes	Yes	During of visit	Staff, committee	OFSTED
DBS	Staff	Visitor	Both	No		Emergency reference, child protection	Yes	Yes	During of visit	Staff, committee	OFSTED



Organisation	Staff	Visitor	Both	No		Emergency reference, child protection	Yes	Yes	During of visit	Staff, committee	OFSTED
Emails	Staff	Visitor	Both	No		Emergency reference, child protection	Yes	Yes	During of visit	Staff, committee	OFSTED
VOLUNTEERS											
Name	Volunteer, staff, committee	Interview notes & forms	Physical	No	N/A	Emergency contacts	Yes	Yes	End of school year	No	
Gender	Volunteer, staff, committee	Interview notes & forms	Physical	No	N/A	Emergency contacts	Yes	Yes	End of school year	No	
Contact details	Volunteer, staff, committee	Interview notes & forms	Physical	No	N/A	Emergency contacts	Yes	Yes	End of school year	No	
Next of kin	Volunteer, staff, committee	Interview notes & forms	Physical	No	N/A	Emergency contacts	Yes	Yes	End of school year	No	
OTHER											
Pre-school website	Parents, staff, committee	Electronic	Electronic	No	N/A	Marketing	No	Yes	On going	Parents, staff, committee	
Pre-school Facebook page	Parents, staff, committee	Electronic	Electronic	No	N/A	Marketing	No	Yes	On going	Parents, staff, committee	
Tablet data	Parents, staff, committee	Electronic	Electronic	No	N/A	Marketing	No	Yes	On going	Parents, staff, committee, school	Statutory information
SEN Reports, behaviour reports	Parents, staff, committee	Paper	Both	Outside agencies	Parents, school	Records	Yes	Yes	Until child leaves Setting	Parents, portage, staff, school, committee	Child protection
Planning documents/files	Parents, staff	Paper, electronic	Both	Yes	Parents, school	Records of learning	Yes	Yes	On going	Parents, school	Evidence of learning