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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 |
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| 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 | |
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|  |
| 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 |
|  |