

Data retention policy

Data Asset	What does this include	Retention Period	Justification	Action at the end of retention period
Admissions register	<ul style="list-style-type: none"> - Name and address - Date of birth - Dates of admission, starting and leaving - Previous school and new school - Emergency contact details 	Every entry preserved for 3 years after the date on which the entry was made	To keep a record of every child that is on roll or has been enrolled in this academic year	Transferred to archives for analysis purposes
Single Central Register	<ul style="list-style-type: none"> - Name and address - Date of birth - Post and date of appointment - Qualifications, Criminal Check, Right to work - Statutory checks 	Date of entry until termination of employment	To keep a record of every member of staff currently employed at the school, with their statutory checks, criminal checks and proof of validity to work in the UK	Transferred to archives for analysis purposes
Staff folder (old and current)	<ul style="list-style-type: none"> - Name and address - Nationality - Date of birth - Education / employment record - Phone number - national insurance number - Email address - marital status - Proof of address - references - ID documentation - employers contract 	Termination of employment + 2 years	Paper documentation of all staff employed by the school, including their submitted application form, to use for ID purposes, contact purposes or anything else	Shredded and securely disposed of
Rejected applications for staff	<ul style="list-style-type: none"> - Name and address - Nationality - Date of birth - national insurance number - Phone number - marital status - Email address - education / employment record 	Submission + 1 year	In the event of needing to contact them in case a suitable vacancy opens up	Shredded and securely disposed of
Student folder (old and current)	<ul style="list-style-type: none"> - Names, address and date of birth - ethnicity - Parents phone numbers - previous school - Parents email addresses - medical records - Proof of address - emergency contact - ID documentation - entrance tests - Parents occupation and work details 	2 years after leaving	Paper documentation of child, used for ID purposes, medical and emergency contact purposes and any other purposes	Shredded and securely disposed of
Rejected application for students	<ul style="list-style-type: none"> - Names, address and date of birth - Parents phone numbers - ethnicity - Parents email addresses - medical records - Emergency contact - current school - Parents occupation and work detail 	Submission + 1 year	In the event of wanting to take on the student after initial rejection	Shredded and securely disposed of

Medical and emergency contact form	<ul style="list-style-type: none"> - Name, address and date of birth - Parents telephone number - Allergies and/or medical conditions - Emergency contact details 	Paper files: Submission + 2 years Electronic: Duration of child in school	To be aware of a student's medical needs and how to provide adequate care and treatment. Information is kept in case it needs to be passed on to other schools or local authorities	Paper files to be shredded and securely disposed of and electronic files to be transferred to archives in case of action taken / if relevant at a later date
Central database and Fees and Receipts	<ul style="list-style-type: none"> - Name and year group - Admission date and PRN - Payment option and fees record - Fees agreements / contracts and receipts 	Date of entry + 5 years	Record of fees payments, when they have been paid and any outstanding balances.	Transferred to archives in case of action taken / relevant at a later date
Accident register	<ul style="list-style-type: none"> - Name and date and time - Details of accident 	Date of entry + 5 years	Record of any injuries or incidents that have taken place at school and the subsequent action taken	Transferred to archives in case of action taken / relevant at a later date
Risk assessments	<ul style="list-style-type: none"> - Name and year group - Details of medical condition or allergy 	Paper: 1 month after event Electronic: Event + 5 years	To be aware of any medical issues or allergies that a child has and how to take adequate care	Paper files to be shredded and electronic files to be deleted
Payroll and staff information	<ul style="list-style-type: none"> - Salary calculation - Payslips (names and address of staff) - P60s (names and address of staff) - Staff bank details 	Termination of employment + 2 years	Record of salary payments made to employees	Personal information to be deleted. Totals from accountant to be archived for financial record purposes
Application spreadsheet	<ul style="list-style-type: none"> - Name, date of birth and address - Entrance test results and dates of process - Parents' names, numbers and email addresses - Current school and school details 	Date of entry + 1 year	To keep a record of admissions data	Transferred to archives for analysis purposes
Ethnicity folder	<ul style="list-style-type: none"> - Names and year group - Ethnicities 	Duration of child at school + 2 years	To keep a record of pupils' ethnicities, used in conjunction with interventions	Summarised and personal information deleted
Attainment / interventions	<ul style="list-style-type: none"> - Names and year group - Attainment and achievement levels - ANE/BNE/NE status and extra help details - GCSE results 	Duration of child at school + 2 years	To keep a record of a child's formative and summative assessments. Retained to pass information to new schools, social workers or the local authority	Transferred to archives for analysis purposes
Reports and certificates	<ul style="list-style-type: none"> - Names and year group - Analysis of attainment, performance and behaviour 	Child leaving + 2 years	To keep a record of the child's performance and general behaviour. To	Transferred to archives for analysis purposes and in

			be passed on to new schools and parents (when requested).	case relevant or requested at a later date
Behaviour and incident records	<ul style="list-style-type: none"> - Name and year group - Details of incident - Exclusion, suspension and detention record 	Paper files: duration of child at school + 2 years Electronic: Duration of child at school + 2 years	To keep a record of specific incidents which led to detentions / suspensions / exclusions. To be passed on to new schools, social workers and local authority	Transferred to archives in case of incidents / relevant at a later date
Safeguarding files	<ul style="list-style-type: none"> - Name, address and date of birth - Details of external agencies with reports - Details and dates of incidents 	Child leaving + 10 years	To document sensitive information which is passed on to new school, social worker, local authority or any other agencies	Transferred to archives in case of incidents / relevant at a later date
Attendance records and registers	<ul style="list-style-type: none"> - Names and attendance records - Analysis of attendance records 	Current academic year + 2 years	To document attendance which is also passed on to new school and local authorities	Transferred to archives in case of incidents / relevant at a later date. Also for analysis purposes
Exam centre	<ul style="list-style-type: none"> - Names, date of birth, UCIs - Controlled assessments 	Child leaving + 2 years	Examination information which is passed on to new schools	Electronic data to be deleted and paper files to be shredded
Meetings minutes	- Names and details of various issues which are currently taking place around the school. (e.g. bullying incidents)	Paper files: date of creation + 2 years Electronic files: date of creation + 2 years	To keep a record of the content of staff meetings	Paper files to be shredded and electronic files to be transferred to archives for analysis and training /meeting records purposes
Photographs and pictures / camera	- Pictures to be used on the website, in newsletters and in the yearbook	Child leaving + 2 years	To use (with consent) on websites, newsletters and yearbooks	To be deleted and paper files to be shredded
Parents phone numbers including printed list	- Phone numbers	Child leaving + 2 years	In case of needing to contact parents after child has left	Paper files to be shredded and electronic numbers to be deleted
Parents email addresses (when no consent)	- Email addresses	Child leaving + 2 years	In case of needing to email parents after child has left	To be deleted from account
Visitor records and staff sign in book	- Name, organisation and registration plate	Date of entry + 5 years	To keep a record of visitors to the school and when they came	To be shredded

Work scrutiny	<ul style="list-style-type: none"> - Names and dates - Analysis of their marking and planning 	Paper files: termination of employment + 2 years Electronic: termination of employment + 5 years	To keep a record of the employee's performance management, in the event that they may be rehired in the future.	Paper files to be shredded and electronic files to be transferred to archives for analysis purposes
Lesson observations	<ul style="list-style-type: none"> - Names and dates - Analysis and feedback of their lesson observation 	Paper files: termination of employment + 2 years Electronic: termination of employment + 5 years	To keep a record of the employee's performance management, in the event that they may be rehired in the future.	Paper files to be shredded and electronic files to be transferred to archives for analysis purposes
Subject meetings	<ul style="list-style-type: none"> - Names and dates - Record of performance management 	Paper files: termination of employment + 2 years Electronic: termination of employment + 5 years	To keep a record of the employee's performance management, in the event that they may be rehired in the future.	Paper files to be shredded and electronic files to be transferred to archives for analysis purposes
Active Learn	<ul style="list-style-type: none"> - Name - Date of birth and class - Attainment levels 	Child leaving + 1 year	To keep a record of the child's attainment levels and homework performance. Retained for analysis purposes	To be deleted from system
Yearbooks	<ul style="list-style-type: none"> - Names and pictures 	Child leaving + 2 years	Retained in case requested by a pupil after leaving.	To be shredded and / or securely disposed of

Reviewed by: N Aslam (February 2021)

Date of next review: February 2022