

Willen Primary School Data Retention Policy



Reviewed By: Carrie Matthews	Date: May 2018
Review Due: May 2020	

Data Item Group	Short term (event + 1 month)	Medium term (pupil at school + 1 year)	Long term (pupil at school + 5 years)	Very long term (until pupil is aged 25 or older)	Comment
Admissions		X	X (appeals)		Used extensively from point of arrival to point of leaving. Used to validate and cross check information. Data kept 1 year after leaving to allow for enquiries and appeals.
Attainment			X		Summative attainment kept to enable schools to understand and analyse previous attainment (trend analysis). Also retained for 1 year for enquiries f4rom other schools the child may move to.
Attendance		X			Attendance data only relevant whilst the child is on roll. Kept 1 + year for enquiries only.
Behaviour		X			School term + one

					year to allow for a period of handover with the receiving school.
Exclusions		X			School term + one year to allow for a period of handover with the receiving school. This then becomes their responsibility.
Identity management and authentication		X			Photo of child attached to mis records to assist staff in recognising individuals.
Catering and Free School Meal Management	X (meal administration)		X (FSM eligibility info)		FSM info linked to funding and therefore comes under the 7 year financial retention guidelines.
Trip and Activities	X (registers or risk assessments for visitors in school)		X (financial info)	X (if major medical event)	All significant medical records must be kept until the child reaches 25 years of age.
Medical Information and Administration	X (permission slips)	X (medical conditions and ongoing management)		X (medical incidents)	Medical incidents would be deemed as those with behaviour

					or welfare/safeguarding link or any incident that required significant treatment off site.
Safeguarding				X	Safeguarding information is passed on securely to receiving schools. It will be kept when a receiving school has not been identified
SEND (special needs)		X			
Personal Identifiers, contacts and personal characteristics		X (images used in displays in school) X (house number and road)	X (postcodes) X (names) X (characteristics) X (images used in school marketing materials)		Some items kept for data and trend analysis e.g. postcodes, number of free school meals etc.
School Finance			X (7 years for all school financial records)		
School Personnel		X (all details)	X (basic details)		This additional retention allows for reference requests
Governors Minutes etc.				X	Do not contain personal data. Kept securely on Governor Hub

Please refer to the school's Data Protection Policy for information about how the school destroys data and how to request access, report a breach or withdraw consent.