

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.*