

Data Protection Retention Schedule



Basic file description	Who is responsible for managing this data?	Retention Period	Destruction Method	System	Additional Notes
Pupil Management					
Admissions and Attendance					
Admission Registers		Permanent			
Records relating to the admissions process – if the admission is successful		Admission + 1 year			
Admissions – if the appeal is unsuccessful		Resolution of case + 1 year			
Admissions – Secondary Schools – Casual		Current year + 1 year			
Exclusions & Suspension		DOB of the pupil + 25 years			
Pupil Educational Record					
Proofs of address supplied by parents as part of the admissions process		Current year + 1 year			
Attendance registers		Date of register + 3 years			
Medical and allergy information (including IHCP & PEEP)		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.			
Letters authorising absence		Date of absence + 2 years			
Pupil Files and/or record cards - Primary		Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school			In the case of exclusion it may be appropriate to transfer the record to the Local Authority Behaviour Service. If the pupil has left the school and there is no information about which school that the pupil has moved onto, or they have moved onto elective home education, or the pupil has moved abroad or to an independent school, then a recorded conversation with the LA about where the records are to be stored must take place.
Pupil Files and/or record cards - Secondary		DOB of the pupil + 25 years			See above

Examination results - Public		Year of examinations + 6 years			Any certificates left unclaimed should be returned to the appropriate Examination Board.
Examination results - Internal examination results		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary			
Any other records created in the course of contact with pupils		Current year + 3 years then review			
Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement			
Special Educational Needs					
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 35 years			
Statement of Special Educational Needs or EHCP		DOB + 35 years Unless legal action is pending			
Proposed EHCP or Draft Plan		DOB + 35 years Unless legal action is pending			
Advice and information to parents regarding educational needs		DOB + 35 years Unless legal action is pending			
Pupil SEN Files		DOB of pupil + 35 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.			
School Trips and Extra Curricular Activities					
Educational Visits outside the Classroom					
Day Trips					
Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip			

Parental permission slips for school trips – where there has been a major incident. Major incident e.g. reportable to HSC, potential claim injury.		DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils			
Residential Trips					
All records relating to the organization of school residential trips		Date of the residential visit + a minimum of 6 years then review			
Walking Bus					
Walking Bus registers		Date of register + 3 years			This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting
Management of School - Safeguarding					
Adults					
Records of allegations about workers who have been investigated and found to be without substance		These records should not normally be retained once an investigation has been completed.			There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults
Outcome of an allegation made against a staff member		Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer			
Children					
Child abuse records (IISCA)		retained for 75 years			any record that relate or could relate to sexual abuse
Local Authority					
Secondary transfer sheets (Primary)		Current year + 2 years			
School Management - Teaching and Curriculum					
Senior Management Team					
Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years			
Reports made by the Head Teacher or the management team		Date of report + 3 years			

Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years			
Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years			
Professional development plans		Closure + 6 years			
Curriculum Management					
SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years			
School Management - HR, Administration, Finance, Premises and Health & Safety					
Personnel Management					
Staff Personal files		Termination + 6 years			This includes online recruitment checks.
Interview notes and recruitment records (successful candidates)		Termination + 6 years			These should be kept in staff personnel files and also include online recruitment check.
Interview notes and recruitment records (unsuccessful candidates)		Date of interview + 6 months			This includes online recruitment checks.
Pre-employment vetting information (including DBS checks). Retain DBS certificate number on SCR. (successful candidates)		Date of check + 6 years			Please note that schools must not keep copies of the documents which are checked for DBS purposes.
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.			
Online presence pre-employment check		Termination of employment + 2 years			Please note this will not be conducted for every employee.

Right to Work in the UK checks		Termination of employment + 2 years			
Disciplinary proceedings: case not found		Take advice from HR Team if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case			
Disciplinary proceedings: written warnings		The duration of the warning			If this information has been added to an individual's personnel file, it must be weeded from the file once the retention period has elapsed
Annual appraisal or assessment records		Current year + 5 years			
Low level concerns		Dependant on the nature of the incident - minimum 24 months of the record			
Images held of members of staff together with any consents and permissions to publish		Specify in Privacy Notice how photos of members of staff will be used and duration of use.	When no longer in use.		
Staff personal information - e.g. medical appointments		Review in line with HR guidance and school policy			
Health and Safety					
Accessibility Plans		Current year + 6 years			
Records relating to accident/injury at work		Date of incident + 12 years			
Accident Reporting – Children		Date of birth + 22 years where the injured person is a minor at the time of the accident. Severity of incident needs to be considered.			
Accident Reporting – Adults		Date of the accident + 4 years where the injured person is an adult at the time of the accident;			
Incident reports		Current year + 20 years			
Payroll and Pensions					
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years			
Maternity pay records		Current year + 3yrs			
Timesheets, sick pay		Current year + 6 years			
Financial Records					
Debtors' Records		Current year + 6 years			

Applications for free school meals, travel, uniforms etc		Whilst child is at school			
Other financial records		Current year + 6 years			
Student grant applications		Current year + 3 years			
School Meals					
Dinner Register		Current year + 3 years			
Free school meals registers		Current year + 6 years			
Visitors book		Current year + 2 years			
Images held of pupils together with any consents and permissions to publish		Part of pupil record. Duration of pupil's attendance at school, if SEN or safeguarding duration of that whole record.			
Records relating to the management of PTA/Old Pupils Associations		Current year + 6 years			
Records relating to the management of data subject access requests		Current year + 3 years			
Records relating to the management of freedom of information requests		Current year + 3 years			
Governing Board					
Governance Documents					
Records relating to the appointment of foundation directors or governors		Permanent			
Records relating to the election of parent governors		Date of election + 6 months			
Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed			
Trust and LGB Minutes - Principal set (signed)		Permanent			
Reports made to the Trust/LGB Meeting which are referred to in the minutes		Permanent			
Register of attendance at Trust and LGB meetings		Date of last meeting in the book + 6 years			
Minutes - Inspection copies		Date of meeting + 3 years			
Records relating to Governor Monitoring Visits		Date of the visit + 3 years			

Records relating to complaints made to and investigated by the Governing Body (ie stage 3 complaints)		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes			
Correspondence sent and received by the Governing Body		Current year + 6 years			
Appointment and termination of Trustees/Directors/Governors		Maintain all records from date of termination + 6 years			
Records relating to the appointment of a clerk to the Trust/Governing Body		Date appointment as clerk ceases + 6 years			
Records relating to the terms of office of serving directors/governors including evidence of appointment		PERMANENT			
Records relating to Director/Governor Declaration against disqualification criteria		Until the Governor steps down			
Register of Business Interests		PERMANENT			
Director/Governors Code of Conduct signed		This is expected to be a dynamic document, one copy of each version should be kept permanently			
Records relating to the training required and received by Director/ Governors		Until the Governor steps down			
Records relating to the induction programme for new directors/governors		Until the Governor steps down			
Records relating to DBS checks carried out on clerk, directors and members of the governing body (certificate number to be retained)		Date of DBS check + 6 months			
School Social Media					
Twitter, Facebook & Instagram (or similar)		Rolling delete every 24 months			A school use of social media policy is required
Basic policies					

Policy name	Who is responsible for managing the policy?	Commencement date	Review date	Policy location	Additional Notes