



Ickleford Primary School Data Retention Policy

Data will be retained by the school for the duration of the pupil's time with us. We cannot agree to delete data during this time.

We will agree to remove data held on pupils, if requested, after they have left us. We will have to send their information to a new school or education establishment if applicable.

We hold pupil data until they reach 25 years of age for pupils with SEN (Data will be securely deleted in the academic year of their 25th birthday*) or for up to two years after they have left the school in all other circumstances, where educational records and/or child protection records have been passed to an alternative provision (or to HCC or another county or country). A yearly sweep of the school network will be carried out to ensure that such data is protected and removed from general access where appropriate, in-line with county policy and national school guidance.

The information will include the following personal identifiers, contacts and pupil characteristics

- School Admissions
- Attainment
- Attendance
- Behaviour
- Exclusions
- Identify management and authentication
- Catering and free school meal management
- Trips and activities
- Medical information and administration
- Specific mental and medical requirements
- Safeguarding
- Special educational needs

* If there is a major incident (for example, a safeguarding or critical/medical incident requiring external agency support) we may be required to keep the entire file until the youngest child turns 25 years of age.

Policy Review – GDPR

This policy will be reviewed in full by the Governing Body every two years.

The policy was last reviewed and agreed by the Governing Body on 17th September 2018

Signature
Headteacher

Date

Signature
Chair of Governors

Date