



## Data Retention and Erasure – Policy

Including all of the Pre-Prep and Early Years Foundation Stage

DJJK

Oct 2023

# Review and Amendment Record

Date	Person Conducting the Review	Changes Made
25 Apr 2018	Ops Dir	New policy in support of GDPR
10 May 2018	Ops Dir	Review
01 Oct 2018	Ops Dir	Review
01 Oct 2019	Ops Dir	Annual Review, change of role titles
01 Oct 2020	Ops Dir	Annual Review
01 Oct 2021	Ops Dir	Annual Review
01 Oct 2022	Bursar	Annual Review
01 Oct 2023	Bursar	Annual Review

## Pupil Related Data

Type of information	Normal retention period or the criteria used to determine the retention period
Accidental and medical treatment records:	Date of birth plus 25 years.
Attendance records:	10 years from last entry and then 25 years from DOB.
Exam results:	25 years from student leaving.
Student files e.g. reports, performance:	25 years from date of birth.
Safeguarding issues:	Indefinitely.
Educational Learning Needs records:	Date of birth plus up to 35 years.
UK Visa records:	25 years from date of birth.
Complaints:	25 years and then reviewed.
CCTV	2-4 weeks
Biometric data	24 hrs

## Staff Related Data

Type of information	Normal retention period or the criteria used to determine the retention period
Single Central Record of Employees	Duration of employment plus current year.
Contracts of employment	7 years from effective date of end of contract.
Employee appraisals or reviews	Duration of employment plus 7 years.
Staff personnel file- including immigration details	Duration of employment plus 7 years. Unless safeguarding issue.
Safeguarding issues:	Indefinitely.
Payroll, salary, maternity/paternity pay records	7 years.
Pension or other benefit schedule records	Indefinitely.
Job application and interview/rejection records (unsuccessful applicants)	6 months.
Health records relating to employees	7 years from effective date of end of contract of employment.
Accident at work records	7 years from date of accident.

**Circulation for comment and input:**

Deputy Headmaster, IT Network Manager, School Secretary, PA to Deputy Heads, HR Manager, Director of External Relations

**Publication:** Policy Drive