

Newton Flotman Primary School Data Retention

When storing personal data, we need to consider why we are storing it and how we will store it, including for how long.

Records held can be categorised as follows:

- **Short term** need (event + 1 month)
- **Medium term** need (pupil at school + 1 year)
- **Long term** need (pupil at school + 5 years)
- **Very long term** need (until pupil is aged 25 or older)

Data item	Short	Med	Long	Very long	Notes
Admissions					
● Admissions form	✓				
Attainment					
● Tests		✓			
● Assessment data		✓			
● Pupil books	✓				
● SAT and other statutory test outcomes			✓		
Attendance					
● Registers			✓		
● Absence letters			✓		
Behaviour					
● Behaviour plans		✓			Passed on if significant eg as SEN info
● Incident forms		✓			Passed on if significant eg as SEN info
Exclusions					
● Exclusion forms & letters			✓		
● Appeals paperwork			✓		
Catering and Free School Meal Management					
● Lunch orders	✓				
● Lunch payments	✓				
● Free school meal evidence			✓		
Trips and Activities					
● Consent forms	✓				
● Group lists	✓				
Medical Information and Administration					
● Care plans		✓			

● Care records		✓			
● Medication forms		✓			
● Doctors' notes		✓			
Safeguarding					
● Concern forms		✓			Passed on to next school
● Safeguarding files		✓			Passed on to next school
Special Educational Needs					
● Learning logs				✓	Passed on to next school
● External agency reports (eg Educational Psychologist)				✓	Passed on to next school
Recruitment records					
● Records for unsuccessful candidates		✓			6 months
● Application form			✓		6 years
● Interview record			✓		6 years
● ID and other checks			✓		2 years
● DBS	✓				Unless exceptional circumstance
Personnel records					
● Contact info	✓				
● Disciplinary info			✓		
● Appraisal info			✓		
● Safeguarding eg allegations				✓	10 years
● Payroll			✓		
● Bank details	✓				
Health and safety					
● Accident reports				✓	Stored on OSHENS NCC web service – 12 years
● COSHH			✓		5 years
● Other			✓		6 years
● Contact with asbestos or other COSHH				✓	40 years - OSHENS
Emails					
● Emails	<p>These are held in cloud accounts by NCC and subject to NCC policies on deletion</p> <p>Hard copies may be made for safeguarding or other recording purposes and kept/passed on for those purposes</p>				