

Gade Valley Primary School Data Retention Policy

Data Retention

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*). Ordinarily, data will be removed from general access two years after they have left the school, where educational records and/or child protection records have been passed to an alternative provision (or to Herts or another county or country). A yearly sweep of school documentation will be carried out to ensure that such data is protected and removed from general access where appropriate.

*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 involved turns 25 years of age, or longer for specific and regulated incidents.

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

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