



Data Protection Policy

Adopted Date: **01/03/2026**

Review Date: **01/03/2027**

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



1. AIMS

Our school aims to ensure that all personal data collected about staff, pupils, parents and carers, governors, visitors and other individuals is collected, stored and processed in accordance with UK data protection law.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

It is based on guidance published by the Information Commissioner's Office (ICO) on the [UK GDPR](#) and guidance from the Department for Education (DfE) on [Generative artificial intelligence in education](#).

It also reflects the ICO's [guidance](#) for the use of surveillance cameras and personal information. – under review

In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child's educational record.

3. DEFINITIONS

TERM	DEFINITION
Personal data	Any information relating to an identified, or identifiable, living individual. This may include the individual's: ➤ Name (including initials) ➤ Identification number ➤ Location data ➤ Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.



TERM	DEFINITION
Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: ➤ Racial or ethnic origin ➤ Political opinions ➤ Religious or philosophical beliefs ➤ Trade union membership ➤ Genetics ➤ Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes ➤ Health – physical or mental ➤ Sex life or sexual orientation We treat FSM, SEND and safeguarding data as special category data in accordance with best practice recommendations.
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.
Subject access request (SAR)	Individuals have the right to access the data held about them. We have to provide the data requested within one calendar month of the request.

4. THE DATA CONTROLLER

Our school processes personal data relating to parents and carers, pupils, staff, governors, visitors and others, and therefore is a data controller.

The school is registered with the ICO / has paid its data protection fee to the ICO, as legally required.

5. ROLES AND RESPONSIBILITIES

This policy applies to **all staff** employed by our school, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Governing board



The governing board has overall responsibility for ensuring that our school complies with all relevant data protection obligations.

5.2 Data protection officer (DPO)

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the governing board and, where relevant, report to the board their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO.

Our DPO is Tracey Riches and is contactable via tracey.riches@clear7.co.uk.

5.3 Headteacher

The headteacher acts as the representative of the data controller on a day-to-day basis.

5.4 All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing the school of any changes to their personal data, such as a change of address
- Ensuring that:
 - Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use;
 - Papers containing confidential personal data are not left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access;
 - Personal data is not in the view of others when being used;
 - Locking their computer screens when unattended;
 - Personal data is only held on the school network or a school issued device (laptop, or other removable media) which is encrypted, password protected, kept in a locked location when not in use;
 - Passwords are not shared;
 - Passwords comply with the complexity requirements, are changed regularly and different passwords are used for separate systems and devices;
 - Personal data is only shared where necessary and in accordance with school policy, internally by sending a link to a document on the network, externally using encrypted email;
 - Personal data is not disclosed accidentally or otherwise, to any unauthorised third party;
 - Personal data is securely disposed of when it is no longer required and in accordance with the data retention schedule.
- Contacting the DPO in the following circumstances:
 - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
 - If they have any concerns that this policy is not being followed
 - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
 - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the UK



- If there has been a data breach
- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

6. DATA PROTECTION PRINCIPLES

The UK GDPR is based on data protection principles that our school must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

This policy sets out how the school aims to comply with these principles.

7. COLLECTING PERSONAL DATA

7.1 Lawfulness, fairness and transparency

We will only process personal data where we have 1 of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
- The data needs to be processed so that the school can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual or another person i.e. to protect someone's life
- The data needs to be processed so that the school, as a public authority, can **perform a task in the public interest or exercise its official authority**
- The data needs to be processed for the **legitimate interests** of the school (where the processing is not for any tasks the school performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

For special categories of personal data, we will also meet 1 of the special category conditions for processing under data protection law:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **explicit consent**
- The data needs to be processed to perform or exercise obligations or rights in relation to **employment, social security or social protection law**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual



- The data needs to be processed for the establishment, exercise or defence of **legal claims**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **public health reasons**, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **archiving purposes**, scientific or historical research purposes, or statistical purposes, and the processing is in the public interest

For criminal offence data, we will meet both a lawful basis and a condition set out under data protection law. Conditions include:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **consent**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of **legal rights**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

We will always consider the fairness of our data processing. We will ensure we do not handle personal data in ways that individuals would not reasonably expect, or use personal data in ways which have unjustified adverse effects on them.

7.2 Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

We will keep data accurate and, where necessary, up to date. Inaccurate data will be rectified or erased when appropriate.

In addition, when staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the school's record retention schedule (Appendix 2).

8. SHARING PERSONAL DATA

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this



➤ Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:

- Only appoint suppliers or contractors that can provide sufficient guarantees that they comply with UK data protection law
- Establish a contract with the supplier or contractor to ensure the fair and lawful processing of any personal data we share
- Only share data that the supplier or contractor needs to carry out their service

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Where we transfer personal data internationally, we will do so in accordance with UK data protection law.

9. SUBJECT ACCESS REQUESTS AND OTHER RIGHTS OF INDIVIDUALS

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restriction, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual
- The safeguards provided if the data is being transferred internationally

To help individuals exercise this right, the Information Commissioners' Office has an online form: [Make your subject access request | ICO](#).

We ask that Subject Access Requests (SARs) are made using this form so that we can ensure that we provide the information you would like. However SARs can also be made verbally or by letter or email.

If staff receive a subject access request in any form they must immediately forward it to the DPO.

9.2 Children and subject access requests



Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant)
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We may not disclose information for a variety of reasons, such as if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is being or has been abused, or is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Would include another person's personal data that we can't reasonably anonymise, and we don't have the other person's consent and it would be unreasonable to proceed without it
- Is part of certain sensitive documents, such as those related to crime, immigration, legal proceedings or legal professional privilege, management forecasts, negotiations, confidential references, or exam scripts

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee to cover administrative costs. We will take into account whether the request is repetitive in nature when making this decision.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO or they can seek to enforce their subject access right through the courts.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Object to processing that has been justified on the basis of public interest, official authority or legitimate interests
- Challenge decisions based solely on automated decision making or profiling (i.e. making decisions or evaluating certain things about an individual based on their personal data with no human involvement)



- Be notified of a data breach (in certain circumstances)
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

10. PARENTAL REQUESTS TO SEE THE EDUCATIONAL RECORD

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a pupil) within 15 school days of receipt of a written request.

If the request is for a copy of the educational record, the school may charge a fee to cover the cost of supplying it.

This right applies as long as the pupil concerned is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

11. CCTV

The school uses CCTV images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent loss or damage to the school property. The school has a CCTV policy in place which documents:

- why CCTV is used
- where cameras are sited
- whether covert monitoring is undertaken
- how long images are retained for
- who has access to the images.

12. PHOTOGRAPHS AND VIDEOS

As part of our school activities, we may take photographs and record images of individuals within our school.

We will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and the pupil.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers have agreed to this.

Where the school takes photographs and videos, uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages



Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

13. ARTIFICIAL INTELLIGENCE (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini. Hadleigh Community Primary School recognises that AI has many uses to help pupils learn, but also poses risks to sensitive and personal data.

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, Hadleigh Community Primary School will treat this as a data breach, and will follow the personal data breach procedure outlined in appendix 1.

14. DATA PROTECTION BY DESIGN AND DEFAULT

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing data protection impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Appropriate safeguards being put in place if we transfer any personal data outside of the UK, where different data protection laws may apply
- Maintaining records of our processing activities, including:
 - For the benefit of data subjects, making available the name and contact details of our school and DPO, and all information we are required to share about how we use and process their personal data (via our privacy notices)
 - For all personal data that we hold, maintaining an internal record of the type of data, type of data subject, how and why we are using the data, any third-party recipients, any transfers outside of the UK and the safeguards for those, retention periods and how we are keeping the data secure

15. DATA SECURITY AND STORAGE OF RECORDS



We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data, are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the school office
- Passwords that are at least 10 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded that they should not reuse passwords from other sites. A unique password must be used for email accounts and MFA must be activated where available.
- Encryption software is used to protect all portable devices. USB sticks are not permitted at Hadleigh CP School.
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

16. DISPOSAL OF RECORDS

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

17. PERSONAL DATA BREACHES

The school will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in Appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours after becoming aware of it. Such breaches in a school context may include, but are not limited to:

- A non-anonymised dataset being published on the school website, which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person
- The theft of a school laptop containing non-encrypted personal data about pupils

18. TRAINING

All staff and governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.



19. MONITORING ARRANGEMENTS

The DPO is responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by the full governing board.

20. LINKS WITH OTHER POLICIES

This data protection policy is linked to our:

- Freedom of information publication scheme
- Privacy notices
- Online Safety Policy
- Policy for Child Protection and Safeguarding Children



APPENDIX 1: PERSONAL DATA BREACH PROCEDURE

This procedure is based on [guidance on personal data breaches](#) produced by the Information Commissioner's Office (ICO).

- On finding or causing a breach or potential breach, the staff member, governor or data processor must immediately notify the data protection officer (DPO) by uploading the information onto the secure portal
- The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
 - Lost
 - Stolen
 - Destroyed
 - Altered
 - Disclosed or made available where it should not have been
 - Made available to unauthorised people
- Staff and governors will co-operate with the investigation (including allowing access to information and responding to questions). The investigation will not be treated as a disciplinary investigation
- If a breach has occurred or it is considered to be likely that is the case, the DPO will alert the headteacher and the chair of governors
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach. Relevant staff members or data processors should help the DPO with this where necessary, and the DPO should take external advice when required (e.g. from IT providers). (See the actions relevant to specific data types at the end of this procedure)
- The DPO will assess the potential consequences (based on how serious they are and how likely they are to happen) before and after the implementation of steps to mitigate the consequences
- The DPO will work out whether the breach must be reported to the ICO and the individuals affected using the ICO's [self-assessment tool](#)
- The DPO will document the decisions (either way), in case the decisions are challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored on the secure portal
- Where the ICO must be notified, the DPO will do this via the ['report a breach' page](#) of the ICO website, or through its breach report line (0303 123 1113), within 72 hours of the school's awareness of the breach. As required, the DPO will set out:
 - A description of the nature of the personal data breach including, where possible:
 - The categories and approximate number of individuals concerned
 - The categories and approximate number of personal data records concerned
 - The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned
- If all the above details are not yet known, the DPO will report as much as they can within 72 hours of the school's awareness of the breach. The report will explain that there is a delay, the reasons why,

and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible

- Where the school is required to communicate with individuals whose personal data has been breached, the DPO will tell them in writing. This notification will set out:
 - A description, in clear and plain language, of the nature of the personal data breach
 - The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned
- The DPO will consider, in light of the investigation and any engagement with affected individuals, whether to notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
 - Facts and cause
 - Effects
 - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

Records of all breaches will be stored on the secure portal with Clear 7 Consultancy.

- The DPO and headteacher will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible
- The DPO and headteacher will meet regularly [or insert how often] to assess recorded data breaches and identify any trends or patterns requiring action by the school to reduce risks of future breaches

Actions to minimise the impact of data breaches

We set out below the steps we might take to try and mitigate the impact of different types of data breach if they were to occur, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

Sensitive information being disclosed via email (including safeguarding records)

- If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error
- Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error
- If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the IT department to attempt to recall it from external recipients and remove it from the school's email system (retaining a copy if required as evidence).
- In any cases where the recall is unsuccessful or cannot be confirmed as successful, the DPO will consider whether it's appropriate to contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way
- The DPO will endeavor to obtain a written response from all the individuals who received the data, confirming that they have complied with this request



- The DPO will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted
- If safeguarding information is compromised, the DPO will inform the designated safeguarding lead and discuss whether the school should inform any, or all, of its 3 local safeguarding partners.



APPENDIX 2: DOCUMENT RETENTION SCHEDULE

Extract from the Information Management Toolkit for school 2016

Record	Personal Data Category	Retention Period
Governance and Management		
Governor details	Personal data	For the duration of their term of office (max 4 years)
Register of interests (governors and staff)	Personal data	6 years + current
Minutes of Governors Meetings (including confidential minutes/reports)	Special categories of personal data	PERMANENT
Delegation arrangements and committees	N/A	PERMANENT
Minute/notes of meetings of SMT	N/A	Date of the meeting + 3 years
Reports created by SMT	N/A	Date of the report + 3 years
Records created by SMT	N/A	Current year + 6 years
Correspondence created by SMT	N/A	Date of the correspondence + 3 years
Policy documents and action plans	N/A	Life of the report/policy + 3 years
School Development Plan	N/A	Life of the report/policy + 3 years
Proposals relating to the change of status of a maintained school	N/A	Date proposal accepted or declined + 3 years
Records of complaints dealt with by the Governing Body	Special categories of personal data	Date of the resolution of the complaint plus a minimum of 6 years
Annual Parents Meeting papers	N/A	Date of the meeting + 6 years
Records relating to creation of school brochure/website	N/A	Current year +3
Records relating to circulars to staff, parents or pupils	N/A	Current year + 1
Newsletters	N/A	Current year + 1
Visitors' signing in book/management system	Personal data	Current year + 6 years
Biometric system - registration	Special categories of personal data	Current year + 6 years
Pupils		
Admissions paperwork	Special categories of personal data	Date of admission + 1 year
Unsuccessful admissions	Special categories of personal data	Until appeals process is completed
Pupil personal details (Management Information System)	Special categories of personal data	Date of leaving + 10 years to cover high school and sixth form/college
Pupil personal details – SEND pupils (Management Information System)	Special categories of personal data	Date of birth of pupil + 25 years



Pupil's Educational Record (Curriculum blue file)	Personal data	Primary schools: retain until point of transfer Secondary: DOB + 25 years
Special educational needs data (EHCP)	Special categories of personal data	DOB + 25 years
Child Protection files	Special categories of personal data	DOB of child + 25 years
General consent form	Special categories of personal data	Annual updates are received in digital format & input straight into Management Information System
Parent/carers contact details	Personal data	Deleted as soon as child leaves the school
Consent forms - residential off-site activities	Special categories of personal data	Conclusion of trip unless there has been a major incident
Educational visit paperwork (risk assessments, EHCP, parental contact details, SEN data)	Special categories of personal data	Evolve online management system used for all visits. All visits archived on the system
Images of pupils on MIS system and shared for medical purposes	Personal data	Date of leaving + 10 years to cover high school and sixth form/college
Walking bus registers	Personal data	Date of register + 3 years
Behaviour incidents	Personal data	Until pupil leaves the school
Accident reports	Personal data	DOB of child + 25 years
Attendance registers	Personal data	3 years after the date on which the entry was made
Authorised absence records (Holiday forms)	Personal data	Current academic year + 2 years
SATS results	Personal data	Recorded on pupil's education file & therefore retained until pupil reaches age of 25 years.
Assessment results and records of pupil progress	Personal data	Recorded on pupil's education file & therefore retained until pupil reaches age of 25 years.
Reports to parents	Personal data	Recorded on pupil's education file & therefore retained until pupil reaches age of 25 years.
Curriculum Management		
Curriculum returns	N/A	Current year + 1
SATS results (composite record)	N/A	Current year + 1
Schemes of work	N/A	Current year + 1
Timetables	N/A	Current year + 1



Class record books	N/A	Current year + 1
Mark books	N/A	Current year + 1
Record of homework set	N/A	Current year + 1
Pupils work	N/A	Current year + 1
Staff		
Single central record	Personal data	Whole document retained indefinitely.
All records leading up to the appointment of a new member of staff	Special categories of personal data	Termination of appointment + 6 years
Pre-employment vetting information - DBS Checks	Personal data	MAXIMUM 6 months
Pre-employment vetting information - evidence proving the right to work in the UK	Personal data	Termination of appointment + 2 years MINIMUM
Staff Personal File	Special categories of personal data	Termination of appointment + 6 years
Performance/CPD data	Personal data	Current year + 5 years
Staff e-learning contract	Personal data	N/A
Timesheets, sick pay	Special categories of personal data	Current year + 6 years
Occupational Health referrals	Special categories of personal data	Termination of appointment + 6 years
Maternity pay records	Personal data	Current year + 3 years
Disciplinary records	Personal data	Date of warning + 18m for a final wording
Health and Safety		
Minor incident log relating to children	Special categories of personal data	Date of incident + 5 years
Incident Report Form - children	Special categories of personal data	DOB + 25 years
Incident Report Form - adults	Special categories of personal data	Date of incident + 12 years (longer for serious accidents)
HSE Accident reporting - Adults	Special categories of personal data	Date of incident + 6 years
CCTV recordings	Special categories of personal data	Recorded Date + 30 Days
Health and safety policy statements	N/A	Life of policy + 3 years
Health and safety risk assessments	N/A	Life of risk assessment + 3 years
Control of Substances Hazardous to Health (COSHH)	N/A	Current year + 40 years
Asbestos log book	N/A	Last action + 40 years
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	N/A	Last action + 50 years



Fire precaution log books (including fire risk assessment)	N/A	Current year + 6 years
Financial Management of the School		
Employer's Liability Insurance Certificate	N/A	Closure of the school + 40 years
Inventories of furniture and equipment	N/A	Current year + 6 years
Burglary, theft and vandalism report forms	N/A	Current year + 6 years
Annual accounts	N/A	Current year + 6 years
Loans and grants managed by the school	N/A	Last payment + 12 years
Budget plan and associated paperwork	N/A	Current year + 6 years
Cashless payment systems	Personal data	Deleted as soon as child leaves the school
Invoices, receipts,	N/A	Current year + 6 years
Requisitions and delivery notes	N/A	Current year + 6 years
Debt incurred, e.g. Dinner Money	Personal data	Current year + 6 years
Staff cost calculations for budget setting	Personal data	Current year + 6 years
Staff members' bank details	Personal data	Current year + 6 years
School letting information	Personal data	Current year + 6 years
School fund records	N/A	Current year + 6 years
Contract records	N/A	Last payment + 6 years (unless under seal)
Contract monitoring records	N/A	Current year + 2 years
Student Grant applications	Personal data	Current year + 3 years
Free School Meals Registers	Personal data	Current year + 6 years
School Meals Registers	Personal data	Current year + 3 years
Property Management		
Title deeds of property	N/A	PERMANENT
Plans of property	N/A	PERMANENT
Leases of property leased by the school	N/A	Expiry of lease + 6 years
Records relating to letting of the school premises (lettings policy, booking form, insurance, safeguarding policy)	N/A	Current year + 6 years
Records relating to the maintenance of the school by contractors and employees (Premises Log Book)	N/A	Current year + 6 years