

St Angela's Ursuline School - Data Protection Retention Schedule

| Type of record | Minimum retention period | Location of where the data is stored | Statutory/non-statutory requirement (Y/N) | Reason for length (where applicable) |
|--|---|--|---|---|
| Pupil records (address, contacts, ethnicity, etc...) | on leaving / till 25 yrs. | MIS, Digital Personal file | Y | Non essential information deleted on leaving. Essential records retained. |
| Student medical records and reports | on leaving / till 25 yrs. | MIS, Digital Personal file | Y | Non essential information deleted on leaving. Essential records retained. |
| Safeguarding / Child Protection data | Until the Pupil reaches the age of 25 yrs | in locked filing cabinet, archive | Y | Possible future reference |
| Student social service records and reports | Until the Pupil reaches the age of 25 yrs | in locked filing cabinet, archive | Y | Possible future reference |
| SEN information | Until the Pupil reaches the age of 25 yrs | MIS, G4S, Digital personal File | Y | Possible future reference |
| Other Pupil Group information (EAL, PA,PP, LSU...) | Until the Pupil reaches the age of 25 yrs | MIS, G4S, Digital personal File | N | Possible future reference |
| Free School Meals | Until the Pupil reaches the age of 25 yrs | MIS, G4S | N | Possible future reference |
| Exclusion and/or behaviour records | Until the Pupil reaches the age of 25 yrs | MIS, Digital Personal file | Y | Possible future reference |
| Internally generated academic reports | Until the Pupil reaches the age of 25 yrs | G4S, Digital personal File | N | Possible future reference |
| Examination Results / Statutory Assessments | Until the Pupil reaches the age of 25 yrs | MIS, G4S, Digital personal File | N | Possible future reference |
| Attendance registers | Until the Pupil reaches the age of 25 yrs | MIS | Y | Possible future reference |
| Student photos | Until the Pupil reaches the age of 25 yrs | MIS, G4S | N | Possible future reference |
| Student photos* (not required for pupil record) | on leaving | Photobank | N | (note: unless consent given for historical record) |
| Early Years assessments (not in core MIS) | on leaving | Digital personal file | N | More recent examination results will supercede. Available elsewhere (DFE) |
| Admissions papers (successful or unsuccessful) | shredded in August of year of application | Locked filing cabinet | N | not needed once academic year has begun |
| Staff Personal File (includes attendance, medical) | 5 years from end of service | Digital Personal file | Y | After 5 years: reduced to reference, dates of employment, essential notes |
| Staff photos (appearing in MIS etc...) | End of service | MIS | N | n/a |
| Staff photos* (not required for Personal record) | End of service | Photobank | N | (note: unless consent given for historical record) |
| Recruitment of new staff information | 6 months | Digital Personal file | N | Information not required after this time |
| DBS / vetting checks | 5 years from end of service | Digital Personal file | Y | Fresh DBS required when starting any new position |
| Appraisal / CPD data | 5 years from end of service | Bluesky Education | N | Once file reduced, details no longer needed |
| Disciplinary and grievance records | 5 years from end of service | Digital Personal file | Y | Reduced to essential notes after 5 years |
| Staff related child protection matter(s) | 5 years from end of service | Digital Personal file | Y | Reduced to essential notes after 5 years |
| Governors' documents with sensitive content | 6 years | Hard copies in Archive Cupboard, electronic copies in secure drive | y | Possible future referral |
| Reports presented to Governors meeting | 6 years | Hard copies in Archive Cupboard, electronic copies in secure drive | y | Possible future referral |
| Annual governors reports | 6 years | Hard copies in Archive Cupboard, electronic copies in secure drive | Y | Possible future referral |
| Annual parents' meeting papers | 6 years | Hard copies in Archive Cupboard, electronic copies in secure drive | N | Possible future referral |

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| Policies and plans administered by Governing body | Active life plus 3 years | Hard copies in Archive Cupboard, electronic copies in secure drive | Y | Possible future referral |
| Annual accounts | 6 yrs | FMS, Archive area in boxes | Y | Required in paper form for auditing |
| Purchase Orders, Invoices, Payments | 6 yrs | FMS, Archive area in boxes | Y | Required in paper form for auditing |
| Records around budget management | 6 yrs | FMS, Archive area in boxes | Y | Required in paper form for auditing |
| Asset management | 6 yrs | Asset manager software | Y | Required in paper form for auditing |
| School Fund | 6 yrs after last payment | Private Fund Manager (software) | N | deleted 6 years after the final payment has been made |
| Records relating to school lettings | not kept | Google drive | N | n/a |
| Records relating to school maintenance | 6yrs | FMS, Archive area in boxes | Y | Required in paper form for auditing |
| Authorise data access / Nominated Contacts | deleted on staff leaving | within the software itself | N | not kept in paper form, deleted once relevant staff member leaves |
| Passwords to DfE or LA systems | deleted on staff leaving | encrypted on school network | N | ensures school security |
| Network administration / password lists | deleted on staff/pupil leaving | Off site server (RM) | Y | passwords changed every 3 months for all users |
| USO password information | deleted on staff/pupil leaving | Off site and one site server (LGFL) | Y | Not kept after member of staff or pupil leaves |
| Email management | deleted on staff/pupil leaving (30 day grace period for email) | off site (LGFL & Microsoft) | Y | Whilst account is deleted on leaving, a 30 day grace period allows staff/pupils to return for reason that could not have been predicted. For Yr13 pupils its 3 months for UCAS related reasons. |
| Web filtering management | The minimum period is 1 week if the school fills its allocation of web filtering log storage in that time frame. | On SAN storage attached to the Netsweeper reporter server on the LGfL network | Y | Atomwide stores this data to provide assistance to requests from legally authorised bodies, e.g. Police and as part of the governments PREVENT strategy and general pupil safe guarding and e-safety guidelines |
| Information added to website | Reviewed annually | finalsite server | N | n/a |
| Learning Platform content | Content reviewed annually | Fronter (external server) | N | Content reviewed on an annual basis to ensure that un-necessary information is removed. |
| Back-up media (all cloud based) | System data (1 year), User data (2 years) | Off site Servers (RM) | N | Contractual |
| CCTV saved footage | 1 months | Local computer only | N | One months saved footage which can be referred to. |
| Visitor signing-in book / management system | 3 months (infrequent) 12 months (frequent) | Reception PC | N | Deleted after 3 months for anyone who has not signed in again. Deleted for all every person every 12 months. |
| Biometric system - Parent Pay | Deleted on leaving | MIS only | | Deleted from MIS as soon as a pupils leaves. Tills are wiped of all information each summer. |
| Entry Barriers | 1 yr | SIMS server | N | To be able to refer to pupil movements in/out of the building within an academic year. |
| Newsletters and information with a short operational life | Current year + one year (public drive) and then archived | in the display drive (for posterity) and public drive for staff access (1 year) | N | Archived after one year for posterity (display drive) |
| Health and safety assessments | Life of risk assessment + 3 years | Premises Office (departmental RA's stored at departmental level) | Y | Future reference |

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| Health and safety accident reports | Date of incident + 12 years | Sent to LBN. Recorded on encrypted spreadsheet in school | Y | Future reference |