



Retention Policy for GDPR – Children and Parents

Revised: 10/05/2018

From May 25th 2018 our school will adhere to The General Data Protection Regulation (GDPR). This is an EU directive that all UK businesses and education settings are required to follow as law. The UK Government has stated that it will continue to enforce GDPR irrespective of a UK exit from the EU.

We are required by the Department for Education (DFE) to collect and gather information on your child so that we are fully prepared to support them in their emotional and physical developmental journey as well as their educational one. Under the new GDPR regulations we are required to inform parents and guardians as to how and why we collect the data, how this data will be shared, how it will be retained and why and how we will delete certain information when a child leaves the school.

We would like parents and carers to know that when your child leaves our school we may keep data pertaining to the following areas:

- LA Funding information
- Attainment and Progress data
- Accident and Incident Forms
- Attendance registers
- Safeguarding Data (Limitation Act/ Safeguarding Law / Keeping Children Safe in Education / Court Judgments)

Our policy is to retain data in accordance with the laws of GDPR and in accordance with the requirements of the DFE. We will not retain any data that is not relevant or does not hold a legal or justified basis to do so.

However, there is some data that we are legally required to keep for a specified time limit long after your child leaves.eg) Safeguarding, attendance registers , accident records.

The table below lists some of the documents that we currently collect on your child and how we erase or retain the data and for how long. Under GDPR you have the right to ask us about any information that is held about you and your child and we are obliged to share this with you. You are also able to ask for us to delete and erase records about your child as under GDPR everyone has the right to erasure. There are some exceptions where this is not possible, for example, situations relating to safeguarding which don't allow us to erase such data. Our school will make decisions on erasure on a case by case basis and will seek appropriate legal advice if required.

If in the future our school closes, we are still required by law to keep certain data in accordance with GDPR. We will ensure that all information is securely protected if stored online. Paper documentation will be kept securely in a locked cabinet for the period of retention.

Safeguarding and Welfare Requirements – Data Retention

Name of Data collected	Legal basis for keeping the records	Retention period	After retention
Register: Personal details of the child, home address, telephone details, class, child record forms, medicines administered, consent forms, parent email address and emergency contact details, eligibility for free school meals	Legal obligation Legitimate interests	1 year from when the pupil leaves the school School Registers must legally be kept until the child reaches age 25 years. Information passed to the next school in the Pupil Educational Record (PER)	Electronic records deleted. Data which is in paper format will be shredded.
Accident and Incident Records along with insurance (this would be kept along with relevant insurance documents from that time). If we are keeping these records we would also ensure that the records pertaining to the child's contract and attendance register.	Limitation Act 1980 (Legal obligation) Vital Interests	Until a child is 25 years - information would pass to the High School / next stage of Education with the child 5 years	Electronics records deleted after 5 years. Data which is in paper format will be shredded after 5 years.
Learning Journeys – EYFS Observation Records	Legal obligation Legitimate interests	2 years – until end of KS1.	This information is passed onto parents/guardians.
Progress reports / Annual Reports	Legal obligation Legitimate interests	These are not retained but are passed to the	Electronic records deleted.

		next school in the Pupil Educational Record (PER)	
SEND Information / Records of Progress / Reports from External Agencies / Behaviour Logs	Legal obligation Legitimate interests	These are not retained but are passed to the next school in the Pupil Educational Record (PER) A behaviour chronology will be retained in the event of a permanent exclusion.	Electronic records deleted.
Safeguarding Information	Legal obligation / Keeping Children Safe in Education /	Safeguarding File is signed over to receiving school on transfer. A copy of the file Chronology is kept until the child is 25 years old.	There are no electronic records. File chronologies are stored under lock and key with restricted access by authorised personnel only.
Early Years Foundation Profile Report / KS1 SATS and Teacher Assessment / KS2 SATS and Teacher Assessment / Phonics Screening Check Records	Legal obligation Statutory Data Returns to DFE	Until a child is 25 years - information would pass to the High School / next stage of Education with the child	Data collected on the computer or any technological device will be erased completely from the system after 5 years. Data which is in paper format will be shredded after 5 years.
Local Authority Funding Information/forms and consents	Contractual Necessity	Information would pass to the High School / next stage of Education with the child	Electronic records deleted. Data which is in paper format will be shredded.
Photographs/text messages/class dojo conversations	Legitimate interests	We will not retain any photographs unless written consent has been given to use these images in advertising / school brochures / on website. In which case parents/ guardians are required to sign a form for this. This doesn't affect your right to request erasure.	Data collected on the computer or any technological device will be erased completely from the system. Data which is in paper format will be shredded.
Sensitive Data – information	Legitimate interests	We will not retain	SIMS electronic

<p>pertaining to health, religion, ethnicity</p>		<p>this data - information would pass to the High School / next stage of Education with the child</p>	<p>records are passed on and then deleted and paper records transfer schools with the child.</p>
<p>Medical records</p>	<p>Limitation Act Legal Obligation</p>	<p>We will not retain this data - information would pass to the High School / next stage of Education with the child</p>	<p>SIMS electronic records are passed on and then deleted and paper records transfer schools with the child.</p>