

Data held or collected by the school	How long is data item kept / used for?	What happens with the data ?
Pupil data		
Pupil records	Until child is 25 years old	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
EAL	part of pupil record	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Exclusion, behaviour	part of pupil record	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Reports	part of pupil record	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Safeguarding / Child Protection data	DOB + 25 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
SEN	DOB + 25 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Examination results / Statutory Assessments	Current year + 6 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Attendance registers	Date of entry + 3 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Student photos	retained on pupil record	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Student photos* (not required for pupil record)	Relevant life of the photo / annual house-keeping	Deletion
Student medical records and reports	DOB + 25 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Student social service records and reports	DOB + 25 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Early Years assessments (not in core MIS*)	Current year + 6 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Student reports (not in core MIS*)	Current year + 6 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Student assessments (not in core MIS*)	Current year + 6 years	The physical record moves on with the child to subsequent schools. The electronic record will be kept for the duration stated.
Parental messaging system correspondence	Date of correspondence + 3 years	Deletion
Visitor signing-in book	Current year + 6 years	Deletion
Newsletters and information with a short operational life	Current year + 1 year	Deletion
*MIS = Management Information System		