



DATA RETENTION POLICY

Fulbourn Primary School

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Data Retention Policy

Introduction

The Governing Body of Fulbourn Primary School is committed to retaining data (which may be held on paper, electronically, or otherwise) for no longer than necessary for the purpose or purposes for which it was collected. All steps will be reasonably taken to securely destroy or erase from our systems, all data which is no longer required.

The Governing Body recognises the need to process data in an appropriate and lawful manner, in accordance with the UK General Data Protection Act 2018.

Legal Framework

This policy has due regard to legislation including, but not limited to, the following:

- UK General Data Protection Regulation (GDPR)
- EU GDPR
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)
- Data Protection Act 2018
- Data (Use and Access) Act 2025

This policy also has due regard to the following guidance:

- Information Records Management Society (IMRS) (2019) 'Information Management Toolkit for Schools'
- DfE (2023) 'Careers guidance and access for education and training providers'
- DfE 'Data protection: a toolkit for schools'
- DfE 'Data protection in schools'
- ICO 'How do we document our processing activities?'
- ICO 'Controllers checklist'
- EPM Model Data Retention Policy
- Cambridgeshire County Council Scheme for Financing Maintained Schools

Responsibilities

The **whole school** has a responsibility for maintaining its records and record-keeping systems in line with statutory requirements. The **Business Manager** is responsible for ensuring compliance with GDPR and this policy. The School's **Data Protection Officer (DPO)** is responsible for the management of records at the school and for promoting compliance with this policy. The DPO and Business Manager are responsible for ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy, and are disposed of safely and correctly. **All staff members** are responsible for ensuring that any records they are responsible for (including emails) are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.

Retention of emails

The Business Manager is responsible for managing the office email account and ensuring the correct disposal of all sent and received emails. All staff members with an email account will be responsible for managing their inbox.



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Emails can act as evidence of the school's activities, i.e. in business and fulfilling statutory duties, so all relevant emails, e.g. invoices, will be transferred to an appropriate retention location (e.g. invoices to Bromcom) and retained in accordance with the tables below. Emails will be reviewed at the end of each term and either archived or deleted. Archived files will be deleted after three years. Any emails containing information which needs to be retained will be copied and transferred to an appropriate retention location.

Management of pupil records

Pupils' educational records will follow them when they leave the school; however the school may keep hold of information about pupils for a short period to allow for any queries or reports to be completed or where linked records in the school information management system have not yet reached the end of their retention period and deleting the records would cause problems.

Certain elements of pupils' records may be retained for longer, e.g. if litigation is pending, or for transfer to the Local Record Office, in accordance with the retention schedule.

In circumstances where an Independent Inquiry into Child Sexual Abuse (IICSA) is ongoing, any records relating to the IICSA will be subject to a separate indication of the appropriate retention periods. The school will never destroy any records relating to an IICSA whilst the inquiry is ongoing and will abide by the appropriate retention records.

Retention Periods

The following sections contain retention periods connected to the work and responsibilities of the governing body.

The tables below outlines the school's retention periods for individual pupil records, staff records, governance and senior leadership records, health and safety records, financial records and other school records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will be destroyed in line with the retention periods below.

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1 Retention of pupil records and other pupil-related information

Type of file	Retention period	Action taken after retention period ends
Personal identifiers, contacts and personal characteristics		
Images used for identification purposes	For the duration of the event/activity, or whilst the pupil remains at school, whichever is less, plus one month	Securely disposed of
Images used in displays	Whilst the pupil is at school	Securely disposed of
Images used for marketing purposes	In line with the consent period	Securely disposed of
Biometric data	For the duration of the event/activity, or whilst the pupil remains at school, whichever is less, plus one month	Securely disposed of
Postcodes, names and characteristics	Whilst the pupil is at school, plus five years	Securely disposed of
House number and road	For the duration of the event/activity, plus one month	Securely disposed of
Admissions		
Admissions	6 years from the admission date	Securely disposed of
Admissions appeals (where the appeal is unsuccessful)	Resolution of the case, plus one year	Securely disposed of
Proof of address (supplied as part of the admissions process)	Current academic year, plus one year	Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was successful)	Information added to the pupil file	Securely disposed of

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Supplementary information submitted, including religious and medical information etc. (where the admission was not successful)	Retained until the appeals process is complete	Securely disposed of
All records relating to the creation and implementation of the Admissions Policy	Life of the policy, plus three years and then review	Securely disposed of
Pupils' educational records		
Pupils' educational records (Statutory DfE)	Whilst the pupil remains at the school	<p>Transferred to the next destination – if this is an independent school, home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period</p> <p>DfE recommends that pupil data should be kept on the school's management information system for two terms after the pupil leaves the school.</p> <p>The IRMS advises that information can be retained for a short period to allow for any queries or reports to be completed or where linked records in the school information management system have not reached the end of their retention period and deleting them would cause problems.</p>
Public examination results	Added to the pupil's record and transferred to next school	All uncollected certificates returned to the examination board
Internal examination results	Added to the pupil's record and transferred to next school	Reviewed and securely disposed of if no longer needed.
Behaviour records	Added to the pupil's record and transferred to the next school Copies are held whilst the pupil is at school, plus one year	Securely disposed of
Exclusion records	Added to the pupil's record and transferred to the next school	Securely disposed of

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	Copies are held whilst the pupil is at school, plus one year	
Child protection records (Statutory DfE)	<p>Stored in a sealed envelope for the same length of time as the pupil's record</p> <p>Records also subject to any instruction given by the Independent Inquiry into Child Sex Abuse (IICSA)</p> <p>25 years after the pupil's date of birth. If the file relates to child sexual abuse, retain until the child's 75th birthday.</p> <p>Records also subject to any instruction given by the IICSA</p> <p>Child protection files should be passed on to any new school that a child attends. This should be transferred separately from the main pupil file.</p>	Securely disposed of – shredded
Curriculum returns	Current academic year, plus three years	Review and allocate a further retention period or securely dispose of
Schemes of work	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
Timetable	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
Class record books	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
Mark books	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
Record of homework set	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
Pupils' work	Returned to pupil at the end of current academic year.	Review at the end of each year and allocate a further retention period or securely dispose of

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	If this is not possible, hold for the current academic year, plus one year	
Attendance		
Attendance registers (Statutory DfE)	6 years from the date of entry	Securely disposed of
Correspondence relating to any absence (authorised or unauthorised)	Current academic year, plus two years	Securely disposed of
Medical information and administration		
Permission slips	For the duration of the period that medication is given, plus one month	Securely disposed of
Medical conditions – ongoing management	Added to the pupil's record and transferred to the next school Copies held whilst the pupil is at school, plus one year	Securely disposed of
Medical incidents that have a behavioural or safeguarding influence	Added to the pupil's record and transferred to the next school Copies held whilst the pupil is at school, plus 25 years	Securely disposed of
SEND		
SEND files, reviews and EHC plans, including advice and information provided to parents regarding educational needs and accessibility strategy	The pupil's date of birth, plus 31 years	Securely disposed of
Curriculum management		
SATs results	25 years after the pupil's date of birth (as stated on the pupil's record) A composite of the whole year's results may be held for the current year plus six years, for comparative purposes.	Securely disposed of

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Examination papers	Until the appeals/validation process has been completed	Securely disposed of
Published Admission Number (PAN) reports	Current academic year, plus six years	Securely disposed of
Valued added and contextual data	Current academic year, plus six years	Securely disposed of
Self-evaluation forms (internal moderation)	Current academic year, plus one year	Securely disposed of
Self-evaluation forms (external moderation)	Retained until superseded	Securely disposed of
Pupils' work	Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year	Securely disposed of
Extra-curricular activities		
Field file – information taken on school trips	Until the conclusion of the trip, plus one month Where a minor incident occurs, field files are added to the core system as appropriate	Securely disposed of
Trip packs – information taken on school trips	Until the end of the visit Where a minor incident occurs, files are added to the core system as appropriate	Shredded upon return to school
Financial information relating to school trips	Whilst the pupil remains at school, plus one year	Securely disposed of
Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip, unless a school risk assessment decides the forms are likely to be required for any reason, in which case they should be retained for 22 years after the pupil's date of birth	Securely disposed of – shredded

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Parental consent forms for school trips where a major incident occurred	25 years after the pupil's date of birth on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Securely disposed of – shredded
Educational visitors in school – sharing of personal information	Until the conclusion of the visit, plus one month	Securely disposed of
Walking bus registers	Date of the register being taken plus six years	Securely disposed of If held electronically, all copies should be destroyed at the same time
Family liaison officers and home-school liaison assistants		
Day books	Current academic year, plus two years	Reviewed and securely destroyed if no longer required
Reports for outside agencies	Duration of the pupil's time at school	Securely disposed of
Referral forms	Whilst the referral is current	Securely disposed of
Contact data sheets	Current academic year	Reviewed and securely destroyed if no longer active
Contact database entries	Current academic year	Reviewed and securely destroyed if no longer required
Group registers	Current academic year, plus two years	Securely disposed of
Catering and free school meal management		
Meal administration	Whilst the pupil is at school, plus one year	Securely disposed of
Meal eligibility	Whilst the pupil is at school, plus five years	Securely disposed of
School meal registers	Current year plus three years	Securely disposed of
Free school meal registers (where used as a basis for funding)	Current year plus six years	Securely disposed of
School meals summary sheets	Current year plus three years	Securely disposed of

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2 Retention of staff records

Type of file	Retention period	Action taken after retention period ends
Operational		
Staff members' personnel file	Termination of employment, plus six years, unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file will be retained until the IICSA enquiries are complete	Securely disposed of
Annual appraisal and assessment records	Current academic year, plus six years	Securely disposed of
Salary assessment forms - teachers (EPM)	Current year + 6 years	Securely disposed of
Sickness absence monitoring (where sickness pay is not paid)	Current academic year, plus three years	Securely disposed of
Sickness absence monitoring (where sickness pay is paid)	Current academic year, plus six years	Securely disposed of
Staff training (where training leads to CPD)	Length of time required by the CPD professional body	Securely disposed of
Staff training (except where the training relates to dealing with pupils, e.g. first aid or health and safety)	Retained in the personnel file	Securely disposed of
Staff training (where the training relates to pupils, e.g. safeguarding or other pupil-related training)	Date of the training, plus 40 years	Securely disposed of
Health records of staff (DfE)	While the worker is employed in your school	Securely disposed of
Recruitment		
Records relating to the appointment of a new headteacher or staff (unsuccessful attempts)	Date of appointment, plus six months.	Securely disposed of
Records relating to the appointment of a new headteacher or staff (successful appointments)	Added to personnel file and retained until the end of appointment, plus six years, except in cases of negligence or claims of child abuse, then records are retained for at least 15 years	Securely disposed of



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Records relating to the appointment of new or governors (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Securely disposed of
Confirmation of pre-employment medical check clearance (EPM)	Termination plus six months	Securely disposed of
DBS certificates (copies)	Up to six months from date of recruitment	Securely disposed of
Confirmation of DBS outcome and any associated documents (e.g. risk assessment or certificate of good conduct) (EPM)	Termination + 25 years	Securely disposed of
Barred list clearance (EPM)	Termination + 25 years	Securely disposed of
Prohibition check (EPM)	Termination + 25 years	Securely disposed of
Proof of identify as part of the enhanced DBS check and Asylum and Immigration Act purposes (EPM)	Termination + 2 years	Securely disposed of
Records relating to employees from outside of the U.K. e.g. visa, work permits, etc. (EPM)	Termination + 2 years	Securely disposed of
UK Border Agency Documentation (work permit) (EPM)	Termination + 2 years	Securely disposed of
Copies of qualifications certificates relevant to employment (EPM)	Termination + 6 years	Securely disposed of
NQT - Satisfactory completion of skills tests (EPM)	Termination + 6 years	Securely disposed of
Two original references (EPM)	Termination + 6 years	Securely disposed of

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Copy of Contract of employment and any variation letters of side letters (EPM)	Termination + 6 years	Securely disposed of
Staff induction including ECTs Induction	Completion + 6 years	Securely disposed of
Disciplinary and grievance procedures		
Child protection allegations, including where the allegation is unproven (Statutory DfE)	<p>Added to staff personnel file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer</p> <p>If allegations are malicious, they are removed from personal files</p> <p>If allegations are found, they are kept on the personnel file and a copy is provided to the person concerned unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file is retained until IICSA enquiries are complete</p>	Reviewed and securely disposed of – shredded
Oral warnings	Date of warning, plus six months	Securely disposed of – if placed on staff personnel file, removed from file
Formal disciplinary warnings - not child protection related (EPM)	Termination + 6 years	Securely disposed of
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related, then it is disposed of as above	Securely disposed of
Leavers Information		
Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment (EPM)	Termination +7 years	Securely disposed of
Exit interview notes (EPM)	Termination +7 years	Securely disposed of

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Redundancy details, calculations of payments, refunds, notification to the Secretary of State (EPM)	6 years from the date of redundancy	Securely disposed of
Retirement Benefits Schemes - records of notifiable events, for example, relating to incapacity (EPM - Statutory)	6 years from the end of the scheme year in which the event took place	Securely disposed of
Accidents at Work		
Accident books, accident records, accident reports (EPM - Statutory)	3 years from the date of the last entry (or, if the accident involves a child/young adult, then until that person reaches age 21)	Securely disposed of
Records relating to accident/injury at work (EPM - Recommended)	Termination + 12 years (In the case of serious accidents, a further retention period may need to be considered)	Securely disposed of

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3 Retention of governance and senior leadership and records

Type of file	Retention period	Action taken after retention period ends
Governing board		
Agendas for governing board meetings	One copy alongside the original set of minutes – all others disposed of without retention	Local archives consulted before secure disposal
Original, signed copies of the minutes of governing board meetings	Permanent – all other copies disposed of without retention	Shredded if they contain any sensitive or personal information, but the local archives will be consulted first
Reports presented to the governing board that are referred to in the minutes	Permanent – all others disposed of without retention	Local archives consulted and then securely disposed of
Meeting papers relating to the annual parents' meeting	Date of meeting, plus a minimum of six years	Securely disposed of
Instruments of government, including articles of association	Permanent	Local archives consulted and then securely disposed of
Trusts and endowments managed by the governing board	Permanent	Local archives consulted and then securely disposed of
Action plans created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
Policy documents created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
Records relating to complaints dealt with by the governing board or headteacher	<p>Current academic year, plus six years</p> <p>If negligence is involved, records are retained for the current academic year, plus 15 years</p> <p>If child protection or safeguarding issues are involved, the records are retained for the current academic year, plus 40 years</p>	Reviewed for further retention in case of contentious disputes, then securely disposed of

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Annual reports required by the DfE	Date of report, plus 10 years	Securely disposed of
Proposals concerning changing the status of the school	Date proposal accepted or declined, plus three years	Securely disposed of
Records relating to the appointment of co-opted governors	Date of election, plus six months	Securely disposed of
Records relating to the election of the chair of the governing board and the vice chair	Destroyed after the decision has been recorded in the minutes	Securely disposed of
Scheme of delegation and terms of reference for committees	Until superseded or whilst relevant	Reviewed and offered to the local archives if appropriate
Meeting schedule	Current academic year	Standard disposal
Register of attendance at full governing board meetings	Date of last meeting in the book, plus six years	Securely disposed of
Records relating to governor monitoring visits	Date of the visit, plus three years	Securely disposed of
All records relating to the conversion of the school to academy status	Permanent	Local archives are consulted before disposal
Correspondence sent and received by the governing board or headteacher	Current academic year, plus three years	Securely disposed of
Records relating to the appointment of the clerk to the governing board	Date on which the clerk's appointment ends, plus six years	Securely disposed of
Records relating to the terms of office of serving governors, including evidence of appointment	Date on which the governor's appointment ends, plus six years	Securely disposed of
Records relating to governor declaration against disqualification criteria	Date on which the governor's appointment ends, plus six years	Securely disposed of
Register of business interests	Date the governor's appointment ends, plus six years	Securely disposed of
Governor code of conduct	Dynamic document – kept permanently	Securely disposed of

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Records relating to the training required and received by governors	Date the governor steps down, plus six years	Securely disposed of
Records relating to the induction programme for new governors	Date on which the governor's appointment ends, plus six years	Securely disposed of
Records relating to DBS checks carried out on the clerk and members of the governing board	Date of the DBS check, plus six months	Securely disposed of
Governor personnel files	Date on which the governor's appointment ends, plus six years	Securely disposed of
Headteacher and SLT		
Log books of activity in the school maintained by the headteacher	Date of last entry, plus a minimum of six years	Reviewed and offered to the local archives if appropriate
Minutes of SLT meetings and the meetings of other internal administrative bodies (DfE)	Five years from date last modified.	Securely disposed of
Reports created by the headteacher or SLT	Date of the report, plus a minimum of three years	Reviewed annually and securely disposed of if not needed
Records created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed annually and securely disposed of if not needed
Correspondence created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Securely disposed of
Professional development plan	Held on the individual's personnel record. If not, then it is retained for the duration of the plan, plus six years	Securely disposed of
SDP	Duration of the plan, plus three years	Securely disposed of

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4 Retention of health and safety records

Type of file	Retention period	Action taken after retention period ends
Health and safety		
Health and safety policy statements	Duration of policy, plus three years	Securely disposed of
Health and safety risk assessments	Duration of risk assessment, plus three years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	Securely disposed of
Records relating to any reportable death, injury, disease or dangerous occurrence under RIDDOR	Date of incident, plus three years provided that all records relating to the incident are held on the personnel file	Securely disposed of
Accident reporting – adults	Three years after the last entry in the accident reporting book	Securely disposed of
Accident reporting – pupils	Three years after the last entry in the accident reporting book	Securely disposed of
Records kept under the Control of Substances Hazardous to Health Regulations	Date of incident, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with radiation (maintenance records or controls, safety features and PPE)	Two years from the date on which the examination was made	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with radiation (dose assessment and recording)	Until the person to whom the record relates would have reached 75-years-old, but in any event for at least 30 years from when the record was made	Securely disposed of
Fire precautions log books	Current academic year, plus three years	Securely disposed of

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Fire assessments (DfE)	Life of the risk assessment plus 6 years	Securely disposed of
Health and safety file to show current state of buildings, including all alterations (wiring, plumbing, building works etc.) to be passed on in the case of change of ownership	Permanent	Passed to new owner on sale or transfer of building

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5 Retention of financial records

Type of file	Retention period	Action taken after retention period ends
Payroll and pensions		
SMP, SAP, SSPP records, calculations, certificates (MatB1s) or other medical evidence, notifications, declarations and notices (EPM - Statutory)	3 years after the end of the tax year in which the maternity pay period ends.	Securely disposed of
Parental leave records (EPM)	18 from birth/adoption of the child or if the child receives a disability living allowance	Securely disposed of
Other special leave of absence including parental leave, maternity leave (EPM)	Current year + 6 years	Securely disposed of
Pay records (CCC)	7 years	Securely disposed of
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current academic year, plus six years	Securely disposed of
Wage/salary records and timesheets (EPM - Statutory)	Termination + 6 years	Securely disposed of
Absence record	Current academic year, plus three years	Securely disposed of
Working time records (EPM - Statutory)	2 years from date on which they were made	Securely disposed of
Car mileage outputs	Current academic year, plus six years	Securely disposed of

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Expense Accounts (CCC)	7 years	Securely disposed of
Income tax form P60	Current academic year, plus six years	Securely disposed of
Insurance	Current academic year, plus six years	Securely disposed of
National insurance – schedule of payments	Current academic year, plus six years	Securely disposed of
National minimum wage records (EPM - Statutory)	3 years after the end of the pay reference period following the one that the records cover	Securely disposed of
Overtime	Current academic year, plus three years	Securely disposed of
Payroll awards	Current academic year, plus six years	Securely disposed of
Payroll reports	Current academic year, plus six years	Securely disposed of
Payslips (copies)	Current academic year, plus six years	Securely disposed of
Pension payroll	Current academic year, plus six years	Securely disposed of

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Personal bank details	Until superseded, plus three years	Securely disposed of
Statutory Sick Pay records, calculations, certificates, self-certificates (EPM)	6 years after the employment ceases	Securely disposed of
Staff returns	Current academic year, plus three years	Securely disposed of
Superannuation adjustments	Current academic year, plus six years	Securely disposed of
Superannuation reports	Current academic year, plus six years	Securely disposed of
Inland Revenue/HMRC correspondence (EPM - Statutory)	Termination + 6 years	Securely disposed of
Pension scheme records (CCC)	Permanently/indefinitely	
Risk management and insurance		
Employer's liability insurance certificate	Closure of the school, plus 40 years	Securely disposed of Passed to the LA if the school closes
Insurance Policies (Excluding Liability) (CCC)	6 years after lapse	Securely disposed of
Liability Insurance Policies (CCC)	Permanently/indefinitely	
Insurance Claims (CCC)	6 years after settlement	Securely disposed of
Insurance Schedules (CCC)	10 years	Securely disposed of
Asset management		

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Inventories of furniture and equipment (CCC)	seven years	Securely disposed of
Burglary, theft and vandalism report forms	Current academic year, plus six years	Securely disposed of
Accounts and statements including budget management		
Annual accounts (CCC)	Permanently/indefinitely	
Loans and grants managed by the school	Date of last payment, plus 12 years	Information is reviewed then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years	Securely disposed of
Invoices, receipts, order books, requisitions, audit trails and delivery notices (CCC)	Current financial year, plus six -3 years	Securely disposed of
Records relating to the collection and banking of monies	Current financial year, plus six years	Securely disposed of
Records relating to the identification and collection of debt (Statutory DfE)	6 years from end of the financial year	Securely disposed of
VAT Records (Statutory DfE)	Six years from financial year end	Securely disposed of
Taxation Returns (CCC)	Permanently/indefinitely	
External Audit Returns	Permanently/indefinitely	
Deeds of Covenant (CCC)	12 years after final payment	Securely disposed of
Government Procurement Card transaction receipts (CCC)	7 years	Securely disposed of
Business Planning Papers (CCC)	3 years	Securely disposed of

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Capital Working Papers and Documentation (CCC)	6 years from completion of project	Securely disposed of
Budgetary Control Reports (CCC)	3 years	Securely disposed of
Contract management		
All records relating to the management of contracts (Statutory DfE)	Last payment on the contract, plus 6 years	Securely disposed of
All records relating to the management of contracts under signature	Last payment on the contract, plus six years	Securely disposed of
All records relating to the monitoring of contracts	Life of the contract, plus six or 12 years	Securely disposed of
School fund		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books (CCC)	Current academic year, plus six years	Securely disposed of
School meals		
FSM registers (where the register is used as a basis for funding)	Current academic year, plus six years	Securely disposed of
School meals registers	Current academic year, plus three years	Securely disposed of
School meals summary sheets	Current academic year, plus three years	Securely disposed of
Pupil finance		
Student grant applications	Current academic year, plus three years	Securely disposed of
Pupil premium fund records	Date the pupil leaves the school, plus six years	Securely disposed of

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6 Retention of other school records

Type of file	Retention period	Action taken after retention period ends
Property management		
Title deeds of properties belonging to the school	Permanent	Transferred to new owners if the building is leased or sold
Plans of property belonging to the school	For as long as the building belongs to the school	Transferred to new owners if the building is leased or sold
Leases of property leased by or to the school	Expiry of lease, plus six years	Securely disposed of
Records relating to the letting of school premises	Current financial year, plus six years	Securely disposed of
Maintenance		
Maintenance Records (DFE)	6 years from finance year end	Securely disposed of
Operational administration		
General file series	Current academic year, plus five years	Reviewed and securely disposed of
Records relating to the creation and publication of the school brochure and/or prospectus	Current academic year, plus three years	If a copy is not preserved by the school, standard disposal
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Disposed of against common standards
Newsletters and other items with short operational use	Current academic year, plus one year	One copy archived, other copies standard disposal
Visitors' books and signing-in sheets	Last entry in the logbook, plus six years	Reviewed then securely disposed of
Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed then securely disposed of



Data Retention Policy

Walking bus registers	Date of register, plus six years	Securely disposed of
School privacy notice which is sent to parents	Until superseded, plus six years	Standard disposal
Consents relating to school activities	While pupil attends the school	Secure disposal
Records of Educational Visits (DfE)	10 years from the date of the visit. If there was an incident on the visit, retain the permission slips for all pupils and the incident report in the pupil record.	Securely disposed of
Accessibility plans (DfE)	Life of plan plus 6 years	Securely disposed of

Disposal of data

Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.

All records containing personal or sensitive information will be made either unreadable or unreconstructable.

Where disposal of information is outlined as secure disposal, this will be shredded. Electronic information will be scrubbed clean and, where possible, cut, archived or digitalised.

Where the disposal action is indicated as reviewed before it is disposed, the DPO will review the information against its administrative value – if the information should be kept for administrative value, the DPO will keep a record of this.

If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.

Where information has been kept for administrative purposes, the DPO will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every three subsequent years.

Where information must be kept permanently, this information is exempt from the normal review procedures.

Records and information that might be of relevant to the Independent Inquiry into Child Sexual Abuse (IICSA) will not be disposed of or destroyed.



DATA RETENTION POLICY

Fulbourn Primary School