Recreation Road Infant School

Retention Document

When storing personal data, we need to consider why we are storing it and how we will store it, including for how long. This document details the data we collect and our retention of this information.

Personal identifiers, contacts and pupil characteristics can be categorised as follows:
- Admissions
- Attainment
- Attendance
- Behaviour
- Exclusions
- Identity management
- Catering and Free School Meal Management
- Trips and Activities
- Medical Information and Administration
- Safeguarding
- Special Educational Needs and Disabilities

Recreation Road Infant School Retention Document – July 2018

Michael Bunting

Data item group	Short term need (event + 1 month)	Medium term need (pupil at school + 1 year)	Long term need (pupil at school + 5 years)	Very long term need (until pupil 25 or older)	Justification
Admissions		**Admissions files**	**Admissions Appeals**		**Admissions files** Admissions data is used extensively from the period of the school receiving it up until the point where children enrol. It is then used for some validation and cross checking of enrolment details. Once enrolled, the child's records in the MIS (Management Information System) become the core record. Children who enrol but then do not attend have their records passed on to Children Missing in Education (CME). **Admissions Appeals** When dealing with appeals, having a reasonable history of any other appeals in some detail can be needed to deal with the particular appeal. The information is needed alongside the admissions policies of the time.
Attainment			**Summative assessment**		Summative assessment is the main outcome a child 'attains' at school. This is important information for future schools that a child may attend. Whilst often this information is passed on smoothly as children move to other schools, it is not always the case, and thus retaining the names alongside the main attainment information for one year after a child leaves the school will help to ensure a smooth transition of this key information. After this point, 'trend' information can be gathered from summarised data where individual are not able to be identified.

Data item group	Short term need (event + 1 month)	Medium term need (pupil at school + 1 year)	Long term need (pupil at school + 5 years)	Very long term need (until pupil 25 or older)	Justification
Attendance		Detailed data	Trend data		Attendance data should be kept for the pupil's time at the school + 1 year to allow for relevant operational matters to be settled. Attendance data can also relate to safeguarding or attainment and detailed records of attendance would support conversations about those topics for one year after the child leaves. Trend data can then be used in summarised form that does not identify pupils. Paper attendance records will not be kept for longer than the child's time at this school where the electronic record would be retained for one further year.
Behaviour		Behaviour Records			Behaviour records are kept while children are at our school to identify and manage patterns of behaviour and to ensure effective information-sharing across the school team. Once the pupil has left, it's sensible to keep these records for one further year to support conversations around the child's transition.
Exclusions		Exclusion data where a child is identified			Exclusion data is 'passed on' to new settings upon transition. That school then has the responsibility for retaining the full history of the child. If a school is unsure about where a child has gone, then the school should ensure that the Local Authority already has the exclusion data.
Identity Management	Images of children				Some images of children are used to support staff in identifying children with health needs or dietary requirements. Once these children have left the school, there is no longer any justification for keeping them.

Data item group	Short term need (event + 1 month)	Medium term need (pupil at school + 1 year)	Long term need (pupil at school + 5 years)	Very long term need (until pupil 25 or older)	Justification
Catering and free school meal arrangements		Meal Administration	Free School Meal Eligibility Information		**Meal administration** It is sensible to keep a record of meals ordered from a health and safety point of view – in case of suspected food poisoning or related incidents. **Free School Meal eligibility information** School funding is reliant on this information (Ever 6) and so storing this information for the stated retention period is a financial matter. This information will also be portable.
Trips and activities	Information taken on the trip Educational Visitors to schools		Financial information related to school trips	Major medical events	**Information taken on the trip** Once relevant information about the trip has been stored on the appropriate systems, the data can be destroyed. **Educational Visitors to School** If personal information is shared with visitors to school, school must ensure that this is not removed from the site, e.g. children's names. And this information is stored in the appropriate place in school or destroyed once the visitor has left. **Financial information related to school trips** Educator Solutions have a 3 years + 1 year policy for retention of this type of data. **Major medical events** Until the child is 25 is appropriate, relevant and sensible because related medical concerns may be linked to the incident and there could be an appropriate legal request for information the school held.

Data item group	Short term need (event + 1 month)	Medium term need (pupil at school + 1 year)	Long term need (pupil at school + 5 years)	Very long term need (until pupil 25 or older)	Justification
Medical information and administration	Medical permission forms	Medical conditions and management records		Medical incidents	**Medical permission forms** Only needed for the duration of the medicine administration period plus one month in case of immediate issues. **Medical conditions and management records** It is important to keep these records to support smooth transitions and effective health management between schools. **Medical incidents** Until the child is 25 is appropriate, relevant and sensible because related medical concerns may be linked to the incident and there could be an appropriate legal request for information the school held.
Safeguarding	Safeguarding records				**Safeguarding records** These are held by the school whilst the child attends and are passed on to the next school that will be attended by the child. A transfer receipt of these records is made.
Special Educational Needs		SEN Records			**SEN Records** These should be passed on to the next school a child will attend but a summarised record kept for an additional year after their leaving date to support transition discussions and enable a smooth transfer. After this time, future schools will have made their own records.

Data item group	Short term need (event + 1 month)	Medium term need (pupil at school + 1 year)	Long term need (pupil at school + 5 years)	Very long term need (until pupil 25 or older)	Justification
Personal identifiers, contacts and personal identity systems	Images used in identity systems	Images used in displays in school Main electronic data record (MIS record)			**Images used in identity systems** These are not needed once the need to identify the child has passed. **Images used in displays in school** Images for displays should not be retained for longer than time at our school plus one year, as the displays should reflect the current work in the school and there is no need to display children who previously attended. **Images used in marketing** Should always be used in line with consent gained at the outset of image use and should not be retained once the marketing publication has changed. **Main Electronic Data Record (full address and contact information)** This will be deleted after 'time here plus one year'. A basic record (name and time attended) will be retained for time here plus 5 years. This is because the main record may be used to support effective communication in the new school the child attends once they leave here. Basic information may be used in historical analysis.