Mount Pleasant Primary School - Data Retention Schedule (2019-20)

NB The school has decided to retain personal data electronically on its Kirklees Rm Integris Management Information System (including but not limited to Name, Address, Gender, Family Info., Entitlement (FSM/Pupil Premium), Enrolment (inc Previous Schools), Attendance, Ethnicity, Religion, Dietary, Medical, SEN Info. and Attainment) for a period of Pupil at School + Seven (7) years. This is because to attempt to remove individual categories of data after different periods for each individual pupil is prohibitively costly and time-consuming and seven years is necessary for financial accountability. All data on that system will be completely erased Seven (7) years after the Pupil has left the School.

Data other than that stored on the school's Kirklees Rm Integris Management Information System will be retained as follows below:-

Type of Data the school holds	How long will we retain it?	Why do we retain it?
Additional Needs and Special Educational Needs	Pupil at school + 1 year	1 year allows a period of 'handover' to next institution with conversations supported by rich data if relevant. All data in paper form is passed to the receiving school when the pupil leaves; only electronic data is retained
Additional Needs and Special Educational Needs attainment data	Pupil at school + 6 years	Only electronic data is retained.
Admissions: Admission Files	Pupil at school + 1 year	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 become the core record. Data about children who enrolled but didn't get in is useful, but any intelligence gathered from it (for example, where in the city children are interested in our school, or the SEN

		make up) is aggregated within the first year to a level being non-personal, after that, the detailed data within the admission file will be deleted. It is important to retain detailed data for a year, any appeals for which richer data about other successful/unsuccessful appeals may be relevant typically happen in the first year.
Admissions: Admission Appeals	Until outcome of appeal	Once decided, no further need to retain
Attainment	Pupil at school + 6 years	Formative assessment data is useful as a child is building towards a particular more formal assessment. Once the child leaves the school, it is deleted. Summative attainment is the main outcome of what children 'attain' in school. It is important that future schools where pupils go on to learn can understand previous attainment. Whilst often that information is 'passed on' smoothly as children move phase, it is not always the case, and thus retaining the names alongside the main attainment data for 1 year after the pupil has left the school feels proportionate. Trend analysis is important, 3 to 5 years is often the 'trend' people look at, but longer may be relevant. Whilst this must be fully flexible in reporting small sub groups, and the data would wish to be retained at individual level, personal data (for

		example, name) will be removed from the data wherever possible to reduce sensitivity. After 3 to 5 years, then aggregated summaries that have no risk of identifying individuals are all that are typically needed to be retained.
Attendance	Pupil at school + 1 year	Attendance data resides in 'operational' systems in schools, such as cashless catering. In these systems, the data will only be retained until the associated business processes have concluded (for example, payment of meals). The start of the next academic year once all bills are settled feels proportionate. Attendance is related to individual attainment and so being able to relate attendance to attainment whilst in our care is important. Keeping it in detailed, individual form for one year after the pupil leaves school support conversations about detailed attendance that may be needed to best support that child. After that period, non-identifiable summary statistics are all that is required to support longer term trend analysis of attendance patterns.
Behaviour	Pupil at school + 1 year	1 year allows a period of 'handover' to next institution with conversations supported by rich data if relevant. All data in paper form is passed to the receiving school when the pupil leaves; only electronic data is retained.

Behaviour: Serious Incident Log	Until any pupil recorded is aged 25 or older potentially	This information may be relevant in a future legal proceeding.
Catering and free school meal management: Meal administration	Pupil at school + 1 year	A short historic record of what a child has had may be useful in case of any food-related incidents at school, or parental queries about the types of meals their children are choosing. Keeping for up to one year also allows time to do accounting work associated with catering.
Catering and free school meal management: Free School Meal Eligibility Information	Pupil at school + 7 years	Due to the way school funding works, free school meal eligibility is a financial matter, and thus keeping this data for 6+1 feels appropriate. This 7-year record also needs to be portable with the pupil, as historic dates can be used for funding.
Exclusions	Pupil at school + 1 year	Exclusion data will be 'passed on' to subsequent settings. That school then has responsibility for retaining the full history of the child. If a private setting or the school is unsure on where the child has gone, then the school will ensure the LA already has the exclusion data.
Identity Management and Authentication	Event/attendance + 1 month	Any images and other personal data provided purely for identification or authentication (e.g. when a parent is visiting the school for a meeting) will be deleted at least by the end of 1 month following the provision of that data.
Medical information and administration: Permission slips	Administration of medicine + 1 month	Permission forms that parents sign will be retained for the period that medication is given, and for 1 month afterwards if no issue is raised by child/parent.

Medical information and administration: Medical conditions and ongoing management	Pupil at school + 1 year	To support any handover work about effective management of medical conditions to a subsequent institution.
Medical information and administration: Major medical incidents	Until pupil aged 25 or older potentially	Medical 'incidents' that have a behavioural or safeguarding angle (including the school's duty of care) will be retained for this extended period of time.
Personal identifiers, contacts and personal characteristics: Images for identification and House number and road	Pupil at school + 1 month	Images used purely for identification will be deleted when the child leaves the setting. Full address data (house number and road) is not required for analysing population trends.
Personal identifiers, contacts and personal characteristics: Names and Images used in displays	Pupil at school + 1 year	As set out in other sections, names are needed for smooth handover to subsequent schools for up to one year. Images used in displays etc. will be retained for educational purposes whilst the child is at the school and until those displays are taken down. Other usages of images (for example, marketing) will be retained for and used in line with the active informed consent given by parents/carers.
Personal identifiers, contacts and personal characteristics: Postcodes, Names (Safeguarding) and Characteristics	Pupil at school + 5 years	Postcode data is useful in analysing longer-term performance trends or how catchment/pupil populations are shifting over time. Keeping names attached to safeguarding files for longer than this may be entirely appropriate – see safeguarding section. Characteristics form an essential part of trend analysis,

		and so retention is in line with those needs.
Safeguarding	Until pupil aged 25 or older	All data on the safeguarding file potentially forms part of an important story that may be needed retrospectively for many years. The elements of a pupil file (name, address) that are needed to identify children with certainty are needed to be retained along with those records.
Trips and activities: Field File and Educational visitors into school	Event/attendance + 1 month	A 'field file' is the information that is taken on a trip by a school. This will be destroyed following the trip, once any medicines administered on the trip have been entered onto the core system. If there is a minor medical incident (for example, a medical incident dealt with by staff in the way it would be dealt with 'within school') on the trip, then adding it into the core system would be done. Permission to go on the trip slips will contain personal data, and will be destroyed at least one month after the trip. We sometimes share personal data with people providing 'educational visits' into school. Such third parties will be required to delete any such data within a month of the visit.
Trips and activities: Financial Information relating to trips	Pupil at school + 7 years	Financial information related to trips should be retained for 6 years + 1 for audit purposes. This would include enough child identifiers to be able to confirm contributions.

Trips and activities: Major medical events	Until pupil aged 25 or older	If there is a major incident (for example, a medical incident that needed outside agency) then we will retain the entire data files for the trip until time that the youngest child becomes 25.