

The Independent Grammar School: Durham

Data Retention Table

Data Subject	Data	Data Holder	Kept for
Pupils	Date of birth	Data Controller	7
	Address and post code		7
	Special Needs		7
	Safeguarding record		7
	Medical information		0
	Donor details		0
	Disciplinary record		7
	School reports		7
	Family links to other pupils		0
	Assessment data		7
	Correspondence with other schools and agencies		7
	EHC Plans and associated data and correspondence		1
Former Pupils	Date of birth	Data Controller	IND
	Address on leaving		IND
Parents/Carers	Contact details	Data Controller	3
	Correspondence between school and parents/carers		7
	Scholarship Applications		1
Employees	Application and references	Data Controller	7
	Contact details		7
	Personal File (including correspondence, pay data, performance management information, pension details etc.)		7
	SCR		IND
Unsuccessful Job Applicants	Application and references	Data Controller	1
Other Data	Accident Reports	Data Controller	7
	School Board Minutes		IND
	General Correspondence		3

Key:

- 7 Data will be kept for 7 years from event or from date of leaving
- 3 Data will be kept for 3 years from event or date of leaving
- 1 Data will be kept for 1 year from event or from date of leaving
- 0 Data will not be kept and will be safely destroyed within 30 school days of the event or date of leaving
- IND With active consent, data will be kept indefinitely

Notes:

The word “kept” here means retained under lock and key in a safe place, possibly remote from the school premises.

Data which has reached its retention deadline as set out here will be thoroughly destroyed so that no record remains, either physically or electronically.

Data may be retained beyond these limits if it is relevant to a legal case, tax investigation, insurance claim or other investigations carried out by third parties