



ST ALBANS SCHOOL

Data Retention Policy

Date of review	May 2022
Effective date	May 2022
Date of next review	May 2023
Responsibility for Review	Data Protection Manager
Circulation	Governors, current workers, volunteers, parents (on website)
Status	Complies with Data Protection Act 2018, UK General Data Protection Regulations (UK GDPR) and other relevant Data Protection Legislation, the Privacy and Electronic Communications Regulations (PECR) 2003

St Albans School
Data Retention Policy

Data Subject	Data Type	Retention
PROSPECTIVE/CURRENT PUPILS AND PARENTS		
Current Pupil/Parent	Pupil hardcopy file (admissions documentation, communication and meetings whilst pupil)	Two years after leaving
Current Pupil	Medical information	Until pupil is 25 RIDDOR reportable accident – accident report retained indefinitely
Current Pupil	Safeguarding information	Until pupil is 25 (unless file is a serious concern, when it will be kept indefinitely)
Current Pupil	Learning support information	Until pupil is 25
Current Pupil	External examination results	Indefinitely (for internal reference only, confirmation of results must be requested from the Examination Boards)
Current Pupil	Internal examination results	One year after leaving
Current Pupil	Dates attended	Indefinitely
Current Pupil	Academic report(s)	Indefinitely
Current Pupil Emergency Contacts	Emergency contact information	One year after leaving
Current Parent	Offer of co-curricular career help	Until their child leaves
Current Parent	Bursary decision	Seven years

Page	Last Reviewed	Next Review Date
2 of 4	21 May 2021	May 2022

St Albans School

Data Retention Policy

Current Parent	Bursary application (evidence)	Originals returned by Bursary Administration Limited, copies not retained by the School
Current Parent	Direct Debit Instruction	Indefinitely
Applicant - Pupil	Application form, interview notes, references, mark sheets	Until pupil could reasonably attend (Sixth Form)
Applicant - Parent	Application form, contact information	Until pupil could reasonably attend (Sixth Form)
Applicant - Parent	Bursary decision	Seven years
Applicant - Parent	Bursary application (evidence)	Originals returned by Bursary Administration Limited, copies not retained by the School
Prospective Pupil/Parent (no application)	Contact details	One year
WORKFORCE		
Current Worker	Disclosure Barring Service results	Six months
Worker	Information relevant to, or which may be relevant to, Safeguarding (including safer recruitment checks, contractual terms and conditions, training, performance and employee relations matters)	Indefinitely
Worker	Pensions	Seven years after end of contract
Worker	Absence records (including statutory entitlements)	Seven years after end of contract

Page	Last Reviewed	Next Review Date
3 of 4	May 2022	May 2023

St Albans School

Data Retention Policy

Worker	Medical information	Non-RIDDOR reportable accident - five years RIDDOR reportable accident – accident report retained indefinitely Health surveillance data – 40 years
Worker	Payroll and Financial information (e.g. salary, tax, national insurance)	Four years after end of employment
Worker	Emergency contact details/Next of kin	At contract end
Unsuccessful applicant	Application form, CV, interview notes	One year
VISITOR		
Visitor	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image	One Year
Event attendee	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image	One Year
Visiting speaker	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image	One Year
Third party contractor (not part of the Workforce)	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image	One Year

Following the end of the retention period, St Albans School maintains certain documents containing personal data (such as images of alumni) in perpetuity. These documents and associated items are held within the School Archive and are stored in line with best practice guidelines published by the UK National Archives.

Page	Last Reviewed	Next Review Date
4 of 4	May 2022	May 2023