



ST ALBANS SCHOOL

Data Retention Policy

Date of review	May 2023
Effective date	May 2023
Date of next review	May 2024
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

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Data Subject	Data Type
PROSPECTIVE/CURRENT	
Current Pupil/Parent	Pupil hardcopy file (admissions documentation, communication and meetings whilst pupil)
Current Pupil	Medical information
Current Pupil	Safeguarding information
Current Pupil	Learning support information
Current Pupil	External examination results
Current Pupil	Internal examination results
Current Pupil	Dates attended
Current Pupil	Academic report(s)
Current Pupil Emergency Contacts	Emergency contact information
Current and former pupil	Trips information including consent forms, pupil information sheets (including medical information and allergies) and risk assessments
Current Parent	Offer of co-curricular career help
Current Parent	Bursary decision
Current Parent	Bursary application (evidence)

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Current Parent	Direct Debit Instruction
Applicant - Pupil	Application form, interview notes, references, mark sheets
Applicant - Parent	Application form, contact information
Applicant - Parent	Bursary decision
Applicant - Parent	Bursary application (evidence)
Prospective Pupil/Parent (no application)	Contact details
WORKERS	
Current Worker	Disclosure Barring Service results
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)
Worker	Pensions
Worker	Absence records (including statutory entitlements)
Worker	Medical information
Worker	Payroll and Financial information (e.g. salary, tax, national insurance)
Worker	Emergency contact details/Next of kin

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Unsuccessful applicant	Application form, CV, interview notes
Visitor	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image
Event attendee	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image
Visiting speaker	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image
Third party contractor (not part of the Workforce)	Name, Company, Contact Number, Address, Email Address, Vehicle Registration, Image

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.

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