

Medlock Primary School



Data Retention Policy

Ratified: March 2022
Review: March 2025

Data security is of the utmost importance at Medlock Primary School. We are Partnered with Global Policing in order to ensure we have the most up to date advice ensuring we always operate a 'best practise' model.

All data retention periods are set in conjunction with the current legal requirements. Data is only stored for the retention period, it is then deleted.

All retention periods are listed below.

Governors related material	6 Years (or permanent as required)
Senior Leadership material	6 Years
General Administration material	3 Years
Human Resources	Until staff member leaves + 2 Years / 6 Years if HR matters pending
Health and Safety	6 years (when it will be checked for longer retention dates)
Finance	6 years
Property Management	6 years
Children's information	Until the child reaches 18 / or for safeguarding 25

When a child moves to a new setting (both as an in year transfer or at the end of Key Stage 2 when they move to high school)all data relating to that child is passed on to their new setting. It is then the responsibility of the new setting to ensure data is stored according to all regulations and associated time frames.

Medlock Primary School holds an annual data audit to ensure all data retention periods are adhered to.