

Woolenwick GDPR Data Retention Policy

Data will be retained by the school for the duration of the pupil's time with us. We cannot agree to delete data during this time.

We will agree to remove data held on pupils, if requested, after they have left us. We will have to send their information to a new school or education establishment if applicable.

We will **keep information for up to two years after pupils have left our school** but we are obliged to keep SEN and major incident information until the child is 25 years old*. A yearly sweep of the school network will be used to ensure that such data is protected and removed from general access where appropriate.

The information will include the following personal identifiers, contacts and pupil characteristics

Admissions

Attainment

Attendance

Behaviour

Exclusions

Identify management and authentication

Catering and free school meal management

Trips and activities

Medical information and administration

Safeguarding

Special educational needs

* If there is a major incident (for example, a medical incident that needed outside agency) then the entire file will be retained until the time the youngest child becomes 25.)