

Type of Personal Data	Duration of Retention
<b>Pupil/Parent Records</b>	
Core Pupil Record & Enrolment info (including pupil photo)	Permanently or until closure of school
Parent Contract	Permanently or until closure of school
Attendance register	Permanently or until closure of school
Admissions information including assessment data	5 years after last communication
Examination results (internal and SQA)	5 years from pupil leaving school
Pupil reports	5 years from pupil leaving school
Monitoring & Tracking Information	Retained until pupil reaches school leaving age after which time the data is anonymised and retained indefinitely
Pupil medical records	5 years from pupil leaving school
First Aid Log	2 years
ASN records	5 years from pupil leaving school however may be longer on a case-by-case basis
PVG Disclosure	Retained for 90 days. Only kept for longer if a legal/child protection concern is raised
Wellbeing concerns	Permanently
Child Protection Files	Permanently
<b>Staff Records</b>	
Staff Central Record (Basic information)	Basic Record is retained permanently or until closure of school. More sensitive data (financial for example) is removed on termination of employment
Contract of Employment	Permanently whilst employed. Destroyed on leaving employment.
PRD Record	Permanently whilst employed. Destroyed on leaving employment.
Staff personnel file	Permanently whilst employed. 7 years after termination of employment unless a legal reason/concern is on file in which case retained permanently or until closure of school
Payroll/Pension	7 Years
Employee health record	Permanently whilst employed. 7 Years after leaving employment.
Immigration	4 Years
Job application records/CV (for unsuccessful applicants)	90 days after appointment of post
<b>IT/Communications</b>	
Email Archive	12 months
Office 365 Account (including Email/OneDrive) whilst employed/studying	2 year default for pupils and staff. 5 years for a small number of key staff. Users have option of using retention tags to override this if appropriate.
Office 365 Account (including Email/OneDrive) post employment/study	12 months for pupils and staff. 36 months for a small number of key staff.
Network/Internet Traffic Record	12 months
CCTV	30 days
IP Addresses (Website - Mucky Puddle)	3 months
IP Addresses (3Sys/Portal - WCBS)	
IP Addresses (3Sys/Portal - MIS Hosting)	
<b>Marketing</b>	
Media for Marketing (including use of media in school)	Media retention will be reviewed on an ongoing basis, however a more formal review will take place every 5 years and any data not required for historical/legacy purposes will be removed.
Alumni Records/HCFP	A data update check will be performed every 5 years and if no response is received the contact will be removed from future marketing materials.
Social Media Content	5 Years
<b>Operational Records</b>	
Insurance Claims Information	12 months after completion of claim
Certificates of Incorporation/Annual accounts & reports	Permanently or until closure of school
Minutes of governors' meetings	6 years
Minutes of operational meetings (SLT, HODs, Depts, etc)	6 years
Accident/Incident Reporting	5 years from pupil/staff leaving school