

## Pupil data and information retention

Type of data	Length stored for	Policy links	Where is it stored	Actions at the end of life of document
Child protection	Until the child has left the school	Safeguarding	Locked cupboard – HT office	A copy is made and sent to the new school if there is a sibling remaining at Saint Blaise. The file moves to the next school with the final child in the family. New school signs for the information
Attendance registers	Date of register +3 years	Attendance	All registers are now electronic – Integris	Shredded (pre- 2015)
Pupil record cards and files	Until the pupil leaves the school	Attendance Privacy	Electronic - Integris	We store a list of all pupils names and admission date in locked roof area
SEND files – action plans and reviews including Educational Health Care Plans	Parents get a copy of all paperwork Until the child has left the school		Locked filing cabinet – latest action plan is stored as a working document in the classroom then transferred with the pupil Post 2017 action plans are stored on Google drive	Files are sent with the child to their new school.
Letters authorising absence	Date of absence +2 years	Attendance	Electronic post 2016 – google drive	Shredded
Assessment information EYFS, Phonics test results KS1 results & KS2 results	Current year +6 years	Assessment	Paper copies of tests are filed for each child and go up with them through the school –	Papers are shredded at the end of Year 6 Summary results – electronic – transferred with the child
Internal assessment data Value added reports, internal	Current year +6 years	Assessment	Stored electronically on Google Drive	Wiped Pre- 2016 – records shredded

exams				
Parental permission slips for trips where there has been no major incident	Disposed of on the day of the trip	EVC	Collected in office until trip has finished	Shredded
Parental permission slips for trips where there has been a major incident	DOB of the pupil involved+25 years	EVC	Stored securely in loft (none on record – June 18)	Shredded at the end of the period
Educational visit paperwork	Date of visit + 14 years	EVC	Stored securely in loft	Shred at the end of the period
Pupils work	Current +1 year	Curriculum	Stored in classrooms	Books given to pupils or sent home
Accident reporting	DOB of child +25 years	Health and Safety policies	Stored in locked roof space	Shredded ( school now 25 years old)
Incident reports	Current year +20 years	Health and Safety policies	Stored in locked roof space	Shredded ( school now 25 years old)
Dinner registers and school meal summary sheets	Current +3 years		Paper copies stored in locked roof space –	Shredded
Behaviour incidents	Current year +20 years	Behaviour	Recorded in Bound book – current book locked in office cupboard. Complete books in locked roof space. Copy always given to parents. Red card file – locked in office. A copy of red cards are given to parents – these are also logged onto Integris.	Shredded