Data Retention Policy

BEDWELL PRIMARY SCHOOL
Bedwell Crescent,
Stevenage, Herts, SG1 1NJ

Revised September 2020

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 hold pupil data until they reach 25 years of age for pupils with SEN (Data will be securely deleted in the academic year of their 25th birthday*). Ordinarily, data will be removed from general access two years after they have left the school, where educational records and/or child protection records have been passed to an alternative provision (or to Herts or another county or country). A yearly sweep of school documentation will be carried out to ensure that such data is protected and removed from general access where appropriate.

*If there is a major incident (for example, a safeguarding or critical/medical incident requiring external agency support) we may be required to keep the entire file until the youngest child involved turns 25 years of age, or longer for specific and regulated incidents.

The information will include the following personal identifiers, contacts and pupil characteristics
- Admissions
- Attainment
- Attendance
- Behaviour
- Exclusions
- Identity management and authentication
- Catering and free school meal management
- Trips and activities
- Medical information and administration
- Specific mental and medical requirements
- Safeguarding
- Special educational needs