Walthamstow School for Girls – Data Records Retention Schedule

Introduction

This retention schedule describes the time periods for which records should be retained by the School in order to comply with operational and legal requirements, including Data Protection legislation. The retention periods given in this document are taken largely from the guidelines from the Information and Record Management Society. Please note that the default action to be taken at the end of the retention period is the secure destruction or deletion of the record. Exceptions to this are where the retention period is described as "permanent" (i.e. the record will never be destroyed) or where "refer to archives" is mandated.

All records created and held by the School, both in paper and electronic form, and including data held in databases are subject to retention policies. Where a record contains person identifying information, the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Education Data Protection Officer Service.

Entries marked with a * indicate a record that is likely to contain person identifying information, this may not be exhaustive.

Unstructured information systems

E-mail must not be used for storing school records, as all emails will be deleted after a specified period. E-mails that constitute a record which needs to retained, including those containing person identifying information, must be stored in an appropriate filing system relevant to their confidentiality or criticality. Shared drives or other unstructured information storage solutions (including Cloud based storage) used to store any school record should be managed in accordance with this schedule, however where those records contain person identifying information the retention periods must be followed.

Structured systems storing person identifying information

All structured information management systems that store records containing person identifying information must be managed in accordance with this schedule. These systems must have a deletion or archival capability and where appropriate be able to identify a skeleton record (a subset of the original information) for continued retention. Publications and promotional materials should be kept whilst current, and then one copy offered to the School Archives for review.

Record Types / Process Content	Functions / Activities	Retention Period	Retention Policy	Retention Period Starts	Lawful Basis for Processing Personal Data
Email/Outlook	School Electronic mail communication	Termination of employment	Archive	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into
Website	Platform for displaying school curriculum and courses and access to internal school learning activities.	Termination of employment	SECURE DISPOSAL	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into
Microsoft One Drive	File hosting service part of Office Online services	Termination of employment, student leaving the school	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Parent/Carer details	Parent/Carer contact	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Student Files	Files detailing chronological history of the student's time at the school	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Staff Personnel Files	Files detailing chronological history of the employee's time at the school	Termination of employment + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into
Single Central Record	Key element of Safer Recruitment and Safeguarding in schools	Termination of employment	Archive	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into
Finance Records	Main records of financial transactions	Current year + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Payroll Data	Payroll information kept by the employer	Current year + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into
Strictly Payroll Portal	Outsourced payroll services	Current year + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into

SEN Records	Student records related to students with special educational needs	Student's 25th birthday	Archive then SECURE DISPOSAL	End of school term	The processing is necessary for exercising a statutory or other public function
Provision Map Writer	SEND management information system	Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
School Robins	Teaching tool to collate student information.	Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Looked After Children Records	Records of Looked After Children	Student's 25th birthday	Archive then	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Safeguarding Records	Child Protection and Safeguarding records	Student's 25th birthday	Archive then SECURE DISPOSAL	End of school term	The processing is necessary for exercising a statutory or other public function
Student Assessment details/Reports	Reports and assessments charting individual student progress	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Healthcare plans	Plans to support students with medical needs	Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Occupational Health Referrals (Medigold)	Employee health screenings records portal	Termination of employment + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary in relation to a contract which the individual has entered into
Accident Forms	Record of individual accident details	Student's 25th birthday, date of incident + 6 years	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary because of a legal obligation that applies to you
EVOLVE	Educational visits online system	Life of risk assessment + 3 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Groupcall	Online messaging system for direct communication with parents	On student leaving the school	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Wand	Data interface system connecting multiple databases together	Student's 25th birthday			The processing is necessary for exercising a statutory or other public function

sQuid	Cashless payment system for Meals, trips and music lessons	On student leaving the school	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Safeguarding Software	Child Protection and Safeguarding recording and monitoring software	Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
LGFL/Atomwide	London Grid for Learning ICT services	Termination of employment, student leaving the school	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
SIMs (including parent app and Sims activities)	School management information system managing student and employee data	Termination of employment + 6 years, Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
FMS	Financial Management System	Current year + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Fronter	Learning platform and online learning message resource	Termination of employment, student leaving the school	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Medical Tracker	Online First Aid Management application for schools	Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Cunninghams	Cashless catering Education Solutions for school	Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Inventry	Digital and photographic system used to log school visitors	Current year + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
ID Manager/Biostore	Data interface system connecting multiple databases together	Termination of employment + 6 years, Student's 25th birthday	Archive then SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Imron	Security Management Software and Access Control system	Termination of employment	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function

CCTV	Visual recording system	28 days	Footage deleted	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Eclipse/Micro Librarian System	Web-based library management system	Termination of employment, student leaving the school	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Accelerated Reader	Interactive reading and literacy assessment tool	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
4Matrix	School performance data system	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Class Charts	School seating plan creation software	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
School IP	Integrated software to manage staff appraisals, CPD, school improvement plans and self-evaluation records	Termination of employment + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Room Booking Database	Room booking system	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Duty Log	Record of internal exclusions to the Duty Room	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Detentions Database	Database of detention statistics	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
MyMaths	Interactive numeracy resource	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Duke of Edinburgh Award	Online system for tracking DoE student records	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function

Pixl Apps-Maths, History, Geography	Interactive teaching and learning resources for multiple subject areas	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Collins Connect (Science)	Interactive science teaching resource	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Kerboodle	Interactive teaching resources for multiple subject areas	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Tassomai	Interactive science revision resource for students	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
School Nurse	Records kept by the School Nurse Team for students with medical needs	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Mathswatch	Interactive maths teaching resource	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
FFT Aspire	School performance data system	Current year + 1 year	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Braiswick Photographers	School photography company for student and staff	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function
Exam Boards	Examination entry and result data for all Year 11 students	Current year + 6 years	SECURE DISPOSAL	Term after departure from school	The processing is necessary because of a legal obligation that applies to you
LBWF Careers Service	Waltham Forest Career Services provided for KS4 students	Student's 25th birthday	SECURE DISPOSAL	Term after departure from school	The processing is necessary for exercising a statutory or other public function