

Egerton Rothesay School

Data Retention Policy

This policy sets out the obligations of Egerton Rothesay School regarding data retention of personal data collected, held and processed by the school in accordance with relevant data protection legislation, including the Data Protection Act (2018) and the UK GDPR.

Personal data is defined as any information from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified.

'Special category' personal data includes, but is not limited to, data concerning the data subject's race, ethnicity, politics, religion, trade union membership, genetics, biometrics (if used for ID purposes), health, sexual orientation.

Under data protection legislation personal data shall be kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. The school will not keep personal data for longer than is necessary for the purpose for which it is held, unless required by law to retain the information for a specified period of time. In certain cases, personal data may be stored for longer periods where that data is to be processed for archiving purposes that are in the public interest, for scientific or historical research, or for statistical purposes.

In addition, data protection legislation includes the right to erasure of personal data. Data subjects have the right to have their personal data erased (and to prevent the processing of that personal data) in the following circumstances:

- Where the personal data is no longer required for the purpose for which it was originally collected or processed
- When the data subject withdraws their consent
- When the data subject objects to the processing of their personal data and the school has no overriding legitimate interest
- Where the personal data is processed unlawfully (in breach of data protection legislation)
- When the personal data has to be erased to comply with a legal obligation

Storing personal data

Personal data is stored in the following ways and at the following locations:

- ERS servers, located in the school premises at Durrants Lane, HP4 3UJ and backup servers arranged by our IT support company, Air IT
- Educational and administrative platforms such as Payroll Management, Classroom Monitor, Pupil Asset, Google Classroom and MyMaths
- ERS computers permanently located in school premises at Durrants Lane, HP4 3UJ
- Laptops and other mobile devices provided by ERS to its employees

- Computers and mobile devices owned by employees, agents and sub-contractors (used in accordance with ERS IT/data security policy)
- Paper records stored in school premises and offsite secure storage facility
- Email – all school business conducted by email using ERS email account, hosted and maintained by Google to their stated security standards

Data Retention

As required by law, the school shall not retain any personal data for any longer than is necessary in light of the purpose(s) for which that data is collected, held and processed.

Different types of personal data, used for different purposes, will necessarily be retained for different periods (and its retention periodically reviewed).

When establishing and/or reviewing retention periods, the following will be taken into account:

- The objectives and requirements of the school
- The type of personal data in question
- The purpose(s) for which the data in question is collected, held and processed
- The school's legal basis for collecting, holding and processing the data
- The category or categories of data subject to whom the data relates (e.g. pupils, parents, staff)
- Certain personal data may be deleted or otherwise disposed of prior to the expiry of its defined retention period where a decision is made by the school to do so (whether in response to a request by a data subject or otherwise)
- In certain cases, personal data may be stored for longer periods where that data is to be processed for archiving purposes that are in the public interest, for scientific or historical research, or for statistical purposes. All such retention will be subject to the implementation of appropriate technical and organisational measures to protect the rights and freedoms of data subjects, as required by data protection legislation.

Data Disposal

Upon the expiry of the data retention periods set out in this policy, or when a data subject exercises their right to have their personal data erased, personal data shall be deleted, destroyed or otherwise disposed of as follows:

- Personal data stored electronically (including all backups) will be deleted securely
- Special category personal data stored electronically (including all backups) will be deleted securely
- Personal data stored in hardcopy form will be shredded and recycled, using the confidential shredding service provided to ERS
- Special category personal data stored in hardcopy form will be shredded and recycled, using the confidential shredding service provided to ERS

Data Retention Schedule*

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| Staff records | <ul style="list-style-type: none">• 5 years from when the staff member leaves• 10 years if a specific incident indicates that longer retention is required |
| Pupil records | <ul style="list-style-type: none">• Retained until pupil reaches 25 years of age |
| Prospective pupil records | <ul style="list-style-type: none">• On completion of the admissions process, when a place has been refused or rejected, all paperwork supplied by the parents will be retained for 6 months |
| SEN records | <ul style="list-style-type: none">• Retained until pupil reaches 25 years of age |
| Medical records | <ul style="list-style-type: none">• Retained until pupil reaches 25 years of age |
| Safeguarding records | <ul style="list-style-type: none">• Retained until pupil reaches 25 years of age |
| Accounts | <ul style="list-style-type: none">• Retained for 7 years after the last year the asset/liability is included in the accounts |

*Working Party

A working party has been established to consider implementing a time limit on the retention of emails, with automatic deletion after a certain number of years/months and to determine how long paper and other records should be kept. This might alter some of the dates above.

Roles and Responsibilities

Egerton Rothesay School Ltd has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework for retention of personal data.

The Board of Directors for Egerton Rothesay School Ltd have delegated responsibility for implementing this policy to the school's Data Protection Officer (DPO)

The Data Protection Officer for Egerton Rothesay School is Mrs Sarah Vest, email dpo@eger-roth.co.uk Telephone number in office hours 01442 865275

The Data Protection Officer will be responsible for overseeing the implementation of this policy and for monitoring compliance with this policy, the school's other data protection related policies and with the GDPR and other applicable data protection legislation.

The Data Protection Officer will be directly responsible for ensuring compliance with the above data retention periods throughout the school, via normal management and control processes within the leadership and staff of the school.

Any questions regarding this policy, the retention of personal data, or any other aspect of data protection compliance should be referred in the first instance to the Data Protection Officer.

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| Policy approved by: Jon Reynolds (on behalf of Governing Body) Date: November 2023 Next Review (latest): October 2024 |
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