



Hummersea Primary School

Data Retention Schedule

School Schedule

September 2026

Review date: September 2027

1. Purpose

This schedule sets out the main retention periods used by Hummersea Primary School. It is intentionally concise and should be used alongside the school's Privacy Notice and data protection procedures.

2. Core rules

- Personal data will only be kept for as long as it is needed for the purpose for which it was collected, or for a longer period where legislation or current statutory guidance requires this.
- The Data Protection Officer will review the school's records and this schedule at least annually.
- Where a record is relevant to an ongoing safeguarding matter, complaint, legal claim, investigation, information-rights request or other formal process, it must not be destroyed until that matter has concluded and the retention period has been reviewed. This is a legal hold.
- When pupils transfer school, records that must follow the pupil will be transferred securely. Safeguarding records will be transferred separately from the main pupil file.
- Records that reach the end of their retention period will be destroyed securely. A destruction record will be kept showing what was destroyed, when and who authorised it.
- Where no fixed statutory period exists, the school will use a proportionate 'school standard' period based on operational need and risk. The DPO may vary this where there is a documented reason.

3. Secure disposal

Confidential paper records must be cross-cut shredded or destroyed by an approved confidential-waste provider. Electronic records and storage media must be securely deleted or destroyed so that the information cannot be reconstructed. Records must not be placed in ordinary waste.

4. How to use the table

The table groups similar records together so that staff do not need to use a long technical schedule. If a record does not clearly fit a category, staff should ask Miss Rose before deleting it.

5. Retention Schedule

Record group	Normal retention period	Action / key note	Basis
Primary pupil record (including attainment and core educational information)	Until the pupil leaves. Keep MIS data for 2 terms after leaving.	Transfer securely to the pupil's next school. Delete local working copies when no longer required.	DfE / statutory
Admission and attendance registers	6 years from the admission date / date of entry.	Dispose of securely at the end of the period.	Statutory
Child protection / safeguarding files	Until the child's 25th birthday. Child sexual abuse records: until 75th birthday.	Transfer separately and securely when the child changes school. Apply legal hold where required.	DfE / KCSIE
SEND, medical, behaviour and pastoral records forming part of the pupil record	Transfer with the pupil record. Local working copies: delete when no longer needed, normally by 2 terms after leaving.	Keep longer where required for safeguarding, a complaint, claim or other legal hold.	School standard / pupil record
Educational visits and residentials	10 years from the visit.	If an incident occurred, retain relevant consent/incident information with the pupil record as appropriate.	DfE
Accident / first aid records	3 years from the date of the accident.	Accidents involving pupils should also be retained in the pupil record where required.	Statutory / DfE
Staff personnel files	6 years after employment ends.	Dispose of securely after the retention period unless a legal hold applies.	DfE / limitation period
Payroll and maternity pay records	Payroll: 3 years after the end of the tax year. Maternity pay: 3 years after the relevant tax year.	These records are held and managed through payroll within the local council. School will follow the council's retention and secure disposal arrangements.	Statutory
Finance, contracts and routine procurement records	Normally 6 years from financial year end or last payment.	Some deeds/property records have longer periods; check with the DPO/LA before disposal.	Statutory / DfE
Governance records	Governing body meeting records and annual reports: normally 10 years.	Retain key constitutional or historically significant records longer where appropriate.	DfE
CCTV, photographs, video and routine digital content	Keep only for the shortest period needed. CCTV: school standard 30 days unless required for an incident/investigation.	Review annually. Retain selected content longer only where there is a clear purpose or legal hold.	School standard / UK GDPR
Complaints, information-rights requests and data breaches	School standard: 6 years after final closure for significant complaints; 3 years after closure for routine information-rights/data-breach case records.	Keep longer where litigation, safeguarding or regulatory action is possible. Avoid unnecessary duplicate material.	School standard
Health & safety / premises records	Routine accident records: 3 years; fire risk assessments: life of assessment + 6 years. Specialist exposure/health-surveillance records may require longer.	Check the relevant statutory requirement before disposing of specialist H&S records.	Statutory / DfE

Important: this concise schedule does not override a longer statutory period, a Local Authority requirement, an insurer's instruction or a legal hold. If unsure, do not delete the record and refer it to the Data Protection Officer.