



Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

Data Privacy Policy Pupils, parents/carers

This is a Trust-Wide Policy
which applies to all the schools within the Trust

Date of Policy Approval:

18 June 2018

Owner of Policy:

Data Protection
Officer

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Board of
Trustees

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**All staff,
workers,
governors and
trustees**

Website

CONTENTS

| | |
|---|-----------|
| PUPILS, PARENTS AND CARERS DATA SECURITY POLICY | 4 |
| DATA PRIVACY POLICY - EDUCATION | 4 |
| What is the Policy for? | 4 |
| Who is the Policy for? | 4 |
| About this policy | 4 |
| Definitions | 5 |
| Policy Standards | 6 |
| 1. Data protection and educational records | 6 |
| 2. Fair, lawful and transparent processing | 6 |
| 3. How the Trust is likely to use personal data | 7 |
| Publishing Student's Images and Work | 7 |
| Storage of Images | 8 |
| Webcams | 8 |
| Use of Biometric Data | 9 |
| Special Category Personal Data | 9 |
| 4. Processing for specified, explicit and legitimate purposes | 10 |
| 5. Adequate, relevant and limited to what is necessary | 10 |
| 6. Accurate and when necessary, kept up to date | 10 |
| 7. Data retention | 10 |
| 8. Data security | 10 |
| 9. Sharing information with third parties | 11 |
| 10. Processing in line with subject access rights | 13 |
| 11. Subject access requests | 14 |
| 12. Data Protection Officer ("DPO") | 15 |
| 13. Breaches of data protection and complaints | 16 |
| Addendum 1- Personal Data Retention periods- Pupils, parents/carers Personal Data types held by the Trust/Local Governing Body/Principal and senior leadership team in academies | 17 |

DATA PRIVACY POLICY PUPILS, PARENTS AND CARERS DATA SECURITY POLICY

DATA PRIVACY POLICY - EDUCATION

Bright Futures Educational Trust's (BFET or the Trust) Strategy underpins all aspects of this policy and the way in which it will be applied. These elements are:

- Our vision, the best **for** everyone and the best **from** everyone;
- Two of our values; **Integrity**: We do the right things for the right reasons and **Passion**: We take responsibility, work hard and have high aspirations;
- Two of our commitments: **Effective Communication** and **Strong Governance and Accountability**.

What is the Policy for?

This policy sets out the duties of Bright Futures Educational Trust ("the **Trust**") under General Data Protection Regulation ("GDPR"), the Data Protection Act 2018, and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education. The policy details the responsible bodies/person for compliance and the procedures that will be applied.

By Trust we mean, all academies in the Trust and the head office of the Trust

Who is the Policy for?

Part Two of this policy is for pupils and parents/cares to understand how their personal data will be handled. It is also for staff to understand their responsibilities in handling the personal data of pupils, parents and carers. It is published on our website.

Part One of this policy is for the attention of anyone who is employed by, provides a service to, or volunteers to work at the Trust and its academies. This includes governors and trustees.

About this policy

Our Trust processes personal information relating to pupils, staff and visitors, and, therefore, is a Controller.

The Trust is registered as a Controller with the Information Commissioner's Office and renews this registration annually. The Trust's registration number is: ZA023935.

During the course of its activities the Trust will process personal data (which may be held on paper, electronically, or otherwise) about the Trust's staff (including temporary staff), agency workers, volunteers, pupils, their parents, or carers, and other individuals (including suppliers and governors and trustees).

The Trust Board also complies with ICO and DfE Guidance applicable from time to time.

Definitions

The definitions in this paragraph apply in this policy.

| Term | Definition |
|---|---|
| Personal data | Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identifiable |
| Special categories of personal data (formerly sensitive) | Data such as: <ul style="list-style-type: none"> • Racial or ethnic origin • Political opinions • Religious beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Physical and mental health • Sexual orientation and sex life • Biometric or genetic data |
| Criminal conviction data | Data relating to criminal convictions and offences. |
| Processing | This has a very wide definition and includes the following operations with personal data: collection, recording, organisation, structuring, storage, adaption, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure and/or destruction. |
| Data subject | The living individual whose personal data is held or processed |
| Controller | A person or organisation that determines the purposes for which, and the manner in which, personal data is processed |
| Processor | A person or organisation that processes personal data on behalf of a Controller. |

Policy Standards

1. Data protection and educational records

The Trust will comply with the six data protection principles in the GDPR, which require that personal data must be:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purpose for which it is maintained;
- accurate and, where necessary, kept up to date;
- not be kept in a form which permits identification for longer than is necessary for the purpose(s) for which it is processed; and
- processed in a manner that ensures appropriate security of the data.

2. Fair, lawful and transparent processing

- The Trust will only process personal data where it is based one or more of the conditions specified in the GDPR. The most common conditions we rely on to process personal data are:

| Conditions for Processing which we commonly rely on | |
|---|---|
| Personal Data | Special Category Personal Data & Criminal Convictions Data |
| <ul style="list-style-type: none"> • The data subject has given consent to the processing for one or more specific purposes; • Processing is necessary for entering or performing a contract with the data subject; • Processing is necessary for compliance with a legal obligation to which the controller is subject; • Processing is necessary to protect the vital interests of the data subject; • Processing is necessary in order for the controller to perform a task in the public interest or for the controller's official functions, and the task or function has a clear basis in law; or • Processing is necessary for the purposes of legitimate interests pursued by the data controller or by a third party where this does not relate to our "core function" of providing education. | <ul style="list-style-type: none"> • The data subject has given explicit consent to the processing for one or more specific purposes; • Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject; • Processing is necessary to protect the vital interests of the data subject or of another natural person, where the data subject is physically or legally incapable of giving consent; • Processing relates to personal data which are manifestly made public by the data subject; |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Processing is necessary for reasons of substantial public interest; • Processing is necessary for the establishment, exercise or defence of legal claims; or • Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services (however this condition is limited in its use to certain authorised professions as explained at Article 9(3) GDPR). |
|--|--|

- The full list of conditions is set out in Articles 6 and 9 of the GDPR and the Trust may in some circumstances rely on other conditions set out in the GDPR or Data Protection Act 2018 to justify the processing of personal data or special category personal data. The ICO's website also has further information about the lawful conditions for processing.

3. How the Trust is likely to use personal data.

The Trust will process data about **pupils** for the following (non-exhaustive) purposes:

- for legal and administrative purposes;
- to provide education and discharge the **Trust's** duty of care as an education provider;
- to provide pupils with a safe and secure environment and pastoral care;
- to provide activities including school trips, activity and after-school clubs;
- to support pupil learning;
- to monitor and report on pupil progress
- to provide academic and examination references;
- to enable the **Trust** to meet the it's legal obligations under relevant legislation and Department for Education (DfE) Guidance in force from time to time;
- to maintain educational records;
- to monitor attendance;
- to maintain health and safety records;
- to collect opinions about ability and achievements;
- to obtain and retain details about personal / home life where this is relevant to provision of education to a data subject; and,
- to share information with other agencies when required.

3.1. Publishing Student's Images and Work

On a student's entry to the academy, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- On the school web site, or social media feeds.

- In the academy prospectus and other printed publications that the academy or Trust may produce for promotional purposes.
- Recorded/ transmitted on a video or webcam.
- In display material that may be used in the academy's communal areas.
- In display material that may be used in external areas, i.e. exhibition promoting the academy.
- General media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically).

Parents/ carers may withdraw permission, in writing, at any time, or by other means provided by the academy (e.g. using the Data Collection system in SLG). We request consent to be given by both parents/carers in order for it to be deemed valid, wherever possible. The law establishes that a child in England must provide their consent from the age of 12/13 if they have the ability to understand the nature of the request and what the consequences of providing it will be. The Trust respects the views of parents and carers so also seeks their approval for use of images. However, if the consent differs after the school has tried to reach an agreement with all parties and the child is deemed to be competent by the school, then the child's view will prevail. When obtaining consent, we will set out that we wish to use a child's images for the duration of their time with us and for 6 years after they have left.

Pupils' full names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published.

Where pupils' full names are to be published (e.g. to celebrate examination results), parents/carers will be given opportunity to opt out.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed from an up-to-date list.

3.2. Storage of Images

- Images / films of children are stored on the Trust/school's secure network.
- CCTV is used for security purposes. We do not seek consent for the use of CCTV images as these are collected in accordance with our public task to keep children in our care safe.
- Rights of access to this material are restricted to the staff and pupils within the confines of the school network, or via secure Remote Desktop connections.
- Images and videos of pupils recorded or stored on equipment (e.g. trips, mementoes of previous classes) will be in line with appropriate legislation and the Teachers' Standards.
- The IRIS system may be used to record lessons for staff appraisal and reflection. Since the videos are stored in an encrypted form, cannot be downloaded and may only be shared with other staff at school, explicit permission need not be sought (similar to CCTV).

3.3. Webcams

- Webcams in school are only ever used for specific learning purposes, e.g. monitoring science experiments such as eggs hatching or video conferencing.

- Misuse of the webcam by any member of the community will result in investigation and sanctions.
- Consent for publication of images is assumed to extend to use of webcams.

3.4. Use of Biometric Data

Any biometric information (defined as: *“personal information about an individual’s physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements”*) must be stored in accordance with Data Protection legislation. However, if that information is also used for an automated biometric recognition system (e.g. fingerprint recognition for pre-payment dinner money), schools must also comply with sections 26-28 of the Protections of Freedoms Act 2012. This requires that we obtain parental consent for all pupils up to the age of 18. All pupils are also entitled to refuse to have their fingerprint used for this system regardless of whether a parent consents. If that is the case, alternative payment methods for our cashless catering services will have to be considered.

In essence, Academies must notify parents (or carers) of the intention to use biometric data, giving parents and pupils the right to opt out should they wish. Alternatives (e.g. a card payment system) must be provided for pupils who choose to opt out.

3.5. Special Category Personal Data

The Trust may process special category personal data relating to pupils including, as appropriate:

- information about pupil’s physical or mental health or condition (including but not limited to allergies and regular medications) in order to discharge the **Trust’s** duty of care, provide non-emergency and emergency medical assistance and for special educational needs provision;
- provide applicable provision under an Education Health and Care Plan/Statement of Special Educational Needs;
- the pupil’s racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation or to ensure that religious or similar beliefs are respected;
- share in a multi-professional team around a child; and/or,
- in order to comply with other legal requirements and obligations to third parties.

The Trust may process data about parents, carers and other individuals (including suppliers and governors) for the purpose of:

- providing education to pupils;
- reporting on pupil progress;
- maintaining emergency contact details in order to discharge the Trust’s duty of care as an education provider;
- organise training courses;
- obtain and retain details about personal / home life where this is relevant to provision of education to pupils; and
- discharge obligations under safeguarding and other relevant legislation.

- It is very unlikely that the Trust will process sensitive personal data relating to parents, carers and other individuals (including suppliers, governors and trustees). However, where this may be necessary, it may include, as appropriate:
- the parent, carer or other individual's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- when there is relevant medical information needed for health and safety purposes including allergy information; and/or,
- in order to comply with other legal requirements and obligations to third parties.

4. Processing for specified, explicit and legitimate purposes

- The Trust will only process personal data for the specific, explicit and legitimate purpose or purposes notified to data subjects and will not be further processed in any manner incompatible with that purpose or purposes.

5. Adequate, relevant and limited to what is necessary

- Personal data will only be processed to the extent that it is relevant and necessary for the specific purposes notified to the data subject.

6. Accurate and when necessary, kept up to date

- The Trust will keep the personal data the Trust stores about a data subject accurate and when necessary, kept up to date. Data that is inaccurate or out of date will be corrected or deleted without delay. Data subjects should notify the Trust if any personal details change or if the data subject becomes aware of any inaccuracies in the personal data the Trust hold about him/her.

7. Data retention

- The Trust will not keep personal data for longer than is necessary for the purpose for which it is processed. Sometimes we are required by law to retain information for a specified period. After the retention period has lapsed, and there is no other legitimate reason to retain the information, the Trust will take steps to destroy it so that it is no longer processing it.
- The table in Addendum 1 specifies the retention period of personal data relating to pupils, parents, carers and other individuals (including suppliers, governors and trustees). Retention periods for staff/workers' data is contained in the Data Privacy Policy-Staff.

8. Data security

The Trust will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

Appropriate measures include:

- Appropriate levels of authority being given to staff members where access to personal data is required;
- Personal data is stored on the academy's central computer system instead of individual PCs, laptops, tablet devices, mobile telephones etc;
- Computers and laptops are not left unattended without locking their screens via password controls to prevent unauthorised access;

- Personal Data is not carried off-site, unless it is on permitted storage devices which are encrypted and password protected or when it is legally necessary to do so. Where Personal Data needs to be carried off-site in paper form, staff must follow any guidance issued from time to time to ensure the information is kept safe and secure to avoid any personal data breaches.

Our key security procedures are as follows:

- Lockable cabinets, drawers and cupboards;
- Lockable offices
- Clear desk policy when leaving a desk or leaving the office for the day, unless it is locked and no access can be gained by other staff including cleaners
- Laptop and other mobile device / document encryption;
- Laptop and other mobile device / document password protection;
- Regular back-ups of the Academy/Trust's servers;
- Sharing personal data internally (i.e. from person to person in the academy/trust is only done in accordance with the Data protection Principles in Section 1 above)
- Where personal data is shared by email, whenever practicable, it will be attached to the email as an encrypted document.
- ICT Acceptable Use Agreements are signed by all staff/Governors/Pupils/Visitors who will use the school's IT Systems. See our E-Safety policy.
- Servers are locked in a secure server room managed by DBS-checked staff
- Backups are stored securely offsite or in approved, cloud hosted storage and subject to contractual agreements to ensure information provided is processed in a secure and legally compliant way.
- We use recommended disposal firms to securely destroy drives where personal data may have been stored.
- Papers are shredded for secure disposal
- Disks are overwritten or physically destroyed prior to recycling where they may have been used for storing personal data.

9. Sharing information with third parties

- The Trust has in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. The Trust will only transfer personal data to a third party the third party agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.
- Where the Trust uses a third party processor to process personal data on its behalf, it will have in place a written agreement with each processor which meets the requirements of Article 28 GDPR.
- The **Trust** routinely shares pupil information with:
 - schools that the pupil attends after leaving us;
 - our local authority/councils
 - social services/ children's services where there are safeguarding concerns;
 - the Department for Education (DfE);

- any appointed processor, who analyses pupil data on our behalf to provide academy and trust wide management information.
 - Feeder schools
-
- The Trust does not share information about pupils with anyone without consent unless the law and our policies allow us to do so.
 - The Trust will share information with multiple agencies which are formed as a team around a child or young person. These agencies will be controllers and be subject to the same obligations under data protection law as the Trust is. The Trust will be under a legal obligation to share most of the information that is relevant to the multi-agency team or will be required to do so in the performance of the school's public task.
 - The Trust is also legally required to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education (DfE), so that they are able to meet their statutory obligations. This data sharing underpins school funding and educational attainment policy and monitoring.
 - The Trust is required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
 - Once pupils reach the age of 13, the Trust also passes pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 14 Education and Skills Act 2008 (to enable the local authority to meet the requirements of section 507B of the Education Act 1996).
This enables them to provide services as follows:
 - youth support services
 - careers advisers
 - A parent or carer can request that certain information is not passed to their local authority or provider of youth support services by informing the Trust of their instruction. This right is transferred to the child / pupil once he/she reaches the age 16.
 - The Trust will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
This enables them to provide services as follows:
 - post-16 education and training providers
 - youth support services
 - careers advisers
 For more information about services for young people and how personal information will be used for these, please visit the relevant local authority website.
 - The Trust will only transfer any personal data we hold to a country outside the European Economic Area ("EEA"), provided that one of the following conditions applies:

- The country ensures an adequate level of protection for the individuals' rights and freedoms;
- The individual has given consent;
- The transfer is necessary for one of the conditions set out in the GDPR (e.g. for the performance of a contract between us and the individual, or to protect the vital interests of the individual);
- The transfer is legally required on important public interest grounds or for the establishment, exercise or defence of legal claims; or
- The transfer is authorised by the Information Commissioner where we have adduced adequate safeguards with respect to the protection of the data subjects' privacy, their fundamental rights and freedoms, and the exercise of their rights

10. Processing in line with subject access rights

Individuals have the following rights which they can exercise by contacting the Trust's DPO:

| Right | What it is for? |
|---------------------|--|
| To be informed | This policy and any accompanying privacy notice sets out the information about how the Trust processes personal data about pupils and parents. It will be reviewed annually to ensure we are as transparent as possible about the personal data that we process. |
| Rectification | If the Trust is processing an inaccurate record about an individual they have the right to request that we review it and rectify it so as to make it accurate. This only extends to factual information being processed about an individual. |
| Erasure | If the Trust has no compelling reason to process data about an individual, there is a right for the data to be erased and processed no further. This is not an absolute right and the Trust will consider requests on a case by case basis. |
| Restrict processing | This right complements the right to rectification. Processing of personal data can be restricted whilst the Trust considers if any records are inaccurate or an objection has been raised about the personal data that it is processing. |
| Data portability | This enables individuals to seek (in certain circumstances) for information which they have provided to the Trust and which is being processed through automated means based on their consent or for the performance of a contract to have it transmitted in machine readable form to the individual or a third party. |

| | |
|---|---|
| | It is unlikely that this right will apply to the information which the Trust processes about parents and pupils. It could extend to images processed by the Trust when the lawful condition relied upon is consent. |
| To object | When the Trust is processing personal data about pupil's and parents for the performance of a task in the public interest those individuals have the right to object to processing. The Trust will consider any objection but may be able to demonstrate a legitimate ground to continue to process the personal data concerned. |
| To know about any automated decision making and profiling | The Trust will inform individuals when it uses any automated decision making processes. Individuals are entitled to request that automated decisions involving them are reviewed by human intervention. We profile pupils' performance to ensure that the school can meet their educational needs. |

11. Subject access requests

- Under the data protection law, individuals have a right to request access to information the Trust holds about them. This is known as a subject access request. For our Secondary schools this means for a parent to make a subject access request on behalf of a pupils, the pupil must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

For our Primary/early years' establishments, parents can exercise a pupil's right of access on their behalf due to their age and lack of understanding of the rights afforded over their personal information.

For those pupils with special educational needs we will need to consider their level of competency to consider if they are able to exercise their data subject rights on their own behalf, or if their parent or carer must do this.

- Subject access requests from 'competent' children age 12/13, or from parents of children who are not 'competent' or under age 12, should be submitted in writing, either by letter, or email to the Trust's Data Protection Officer ("DPO"). The e-mail address of the DPO is dataprotection@bfet.uk. Requests should include:
 - The pupil's name
 - A correspondence address
 - A contact number and email address
 - Details about the information requested to assist the school to confirm if the personal data is being processed and to provide a copy within the time period afforded

- The Trust will not reveal the following information in response to subject access requests:
 - Information that might cause serious harm to the physical or mental health of the pupil or another individual
 - Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child’s best interests
 - Information contained in adoption and parental order records
 - Certain information given to a court in proceedings concerning the child
 - Third party personal data where there is no consent to disclose this in response to a subject access request and it would not be reasonable in the circumstances to do so.
- Once the identity of the requestor is verified, the information will be provided within 30 calendar days. If the request is complex, numerous or arrives during the school holidays and records cannot be accessed the Trust has the right to determine that up to a further 2 months is required to respond to a subject access request. The DPO will write to the data subject within a month of their written request to set out the reasons why the time is being extended.
- If the request is determined to be manifestly unfounded or excessive, the Trust has the right to either charge a fee to reflect the administrative costs of providing the response or to refuse to provide a response. In the event that such a determination is made, the DPO will write to set out the Trust’s reasons within a month of the written request being made.

12. Data Protection Officer (“DPO”)

The **Trust** has appointed a Data Protection Officer who has overall responsibility for the **Trust’s** policies and procedures relating to data privacy. The Data Protection Officer should be the first point of contact for individuals in the following situations:

Where individuals have any concerns, or require clarification, about the **Trust’s** obligations regarding data privacy and how we handle data;

- To report a data breach or potential data breach;
- Where an individual has any feedback or suggestions about how the **Trust** can improve its data privacy and/or security procedures;
- Where an individual wishes to make a subject access request or exercise one of their other data privacy rights.

Our Data Protection Officer is: Lynette Beckett

Her contact details are:

Telephone: 0161 941 5681. Email: dataprotection@bfet.uk.

Postal: The Lodge House, Cavendish road, Bowdon, Altrincham, Cheshire, WA14 2NJ.

13. Breaches of data protection and complaints

- If an individual considers that this policy has not been followed in respect of personal data about a data subject he/she should raise the matter with the Data Protection Officer in the first instance.
- Compliance with data protection law is regulated by the Information Commissioner. In the event that you are not satisfied with the way in which the Trust is processing your personal data and you are not content with the response from our DPO, you have the right to refer

your concerns to the Information Commissioner's Office ("ICO"). You can contact the ICO at <https://ico.org.uk/concerns/> or via its helpline number which is available on its website.

Addendum 1- Personal Data Retention periods. Personal Data types for pupils, parents/carers held by the Trust/Local Governing Body/Principal and senior leadership team in academies

| Basic description | Statutory Provisions that may apply | Retention period | Action at the end of the retention period |
|--|---|--|---|
| Papers and minutes that contain reference to named pupils or parents/carers | Education Act 202, section3.3 Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 S1 2002 No 1171 | 6 years, with a review of the personal data held after 3 years | Secure disposal |
| Admissions | School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and appeals panels December 2014 | Data of admission/decline/resolution of an appeal + 1 year | Secure disposal |
| Admissions register | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | Permanently | Not applicable |
| Pupil's educational record and file – primary (including internal and external examination results) | The Education (Pupil Information) (England) Regulations 2005 S1 No 1437 | Whilst the child is in school | The file is then transferred when the pupil moves to another primary school/secondary/pupil referral unit. In the case of a pupil death, transfer to an independent school, transfers to home schooling or leaves the country; file is transferred to the Local Authority to be retained in accordance with their policy. |
| Pupil's educational record and file– secondary (including internal and external examination results) | The Education (Pupil Information) (England) Regulations 2005 S1 No 1437 Limitation Act 1980 (Section 2) | Until the child is 25 years of age | Secure disposal All uncollected examination certificates should be returned to the examination board |

| Basic description | Statutory Provisions that may apply | Retention period | Action at the end of the retention period |
|---|--|--|--|
| Child Protection information held on pupil file | <p>“Keeping Children Safe in Education September 2016” - Statutory Guidance, as updated from time to time</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children –March 2015” and as updated from time to time</p> | Retained for the period of the pupil file, in a sealed envelope | Secure disposal, and must be shredded |
| Child Protection information held in separate files | <p>Keeping Children Safe in Education- Statutory Guidance, as updated from time to time</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children –March 2015” and as updated from time to time</p> | Until the child is 25 years of age. | Secure disposal, and must be shredded |
| Accident Reports | | Until the child is 25 years of age | Secure disposal |
| Student grant/bursaries information | | 6 years | Secure disposal |
| Pupil premium/free school meals | | 6 years | Secure disposal |
| Attendance registers | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | 3 years from the date of the entry | Secure disposal |
| Correspondence relating to authorised absence | Education Act 1996 Section 7 | Current academic year +2 years | Secure disposal |
| Special Educational Needs files, reviews and individual education plans | Limitation Act 1980 (Section 2) | Until the child is 25 years of age | Secure disposal |
| Statement maintained under Section 234 of the Education Act 1990 and any amendments made to the statement | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | Until the child is 25 <i>years of age</i> (usually held as part of the pupil file) | Secure disposal unless the document is subject to legal hold |

| Basic description | Statutory Provisions that may apply | Retention period | Action at the end of the retention period |
|--|--|---|--|
| Advice and information provided to parents regarding educational needs | Special Educational Needs and Disability Act 2001 Section 2 | Until the child is 25 years of age (usually held as part of the pupil file) | Secure disposal unless the document is subject to legal hold |
| Accessibility Strategy | Special Educational Needs and Disability Act 2001 Section 14 | Until the child is 25 years of age (usually held as part of the pupil file) | Secure disposal unless the document is subject to legal hold |
| Parental consent forms for school trips where there has been no major incident | | Conclusion of the trip | Secure disposal |
| Parental consent forms for school trips where there has been a major incident | Limitation Act 1980 (Section2) | Until the child is 25 years of age (to show that rules had been followed) | Secure disposal |
| Visitors Books and signing in sheets | | 6 years | Secure disposal |