

Type of Personal Data	Max. Retention Period
<b>Pupil/Parent Records</b>	
Core Pupil Record & Enrolment info (including pupil photo)	Permanent or until closure of school
Billing Records	5 years
Contact Records	5 years
Parent Contract	5 years from pupil leaving school
Attendance register	Permanent or until closure of school
Admissions information including assessment data	4 Years
Examination and Test Results (Internal and SQA)	Permanent or until closure of school
SQA Assignments	12 Months from last SQA examination
Classwork	Not retained beyond end of current course, unless anonymised
Pupil reports	Permanent or until closure of school
Monitoring & Tracking Information	Retain until school leaving age
Learning Journals - Seesaw	6 Years
Learning Journals - Family	12 Months from child leaving Nursery
Pupil medical records	5 years from pupil leaving school
First Aid Log	2 years
ASN records	5 years from pupil leaving school
Wellbeing concerns	5 years from pupil leaving school
Child Protection Files	Permanent or until closure of school
S5/6 Yearbook	Not retained
Absence Notes	12 Months
References (inc. UCAS)	5 years from pupil leaving school
<b>Staff Records</b>	
Staff Central Record (Basic information)	Permanent or until closure of school
Contract of Employment	7 Years after leaving employment.
PRD Record	Destroy on leaving employment.
Staff personnel file	7 Years after leaving employment.
PVG Disclosure	90 Days
Payroll/Pension	Permanent or until closure of school
Employee Medical/Emergency Info	7 Years after leaving employment.
Immigration	4 Years
Job application records/CV (for unsuccessful applicants)	90 days after appointment of post
<b>IT/Communications</b>	
Email Archive	12 months
Office 365 Account (Email) whilst employed/studying	2 Years/5 Years
Office 365 Account (OneDrive) whilst employed/studying	N/A
Office 365 Account (including Email/OneDrive) post employment/study	12 Months/36 Months
Office 365 OneDrive Recycle Bin	90 Days
Network/Internet Traffic Record	6 Months
CCTV	30 days
IP Addresses (Website - Mucky Puddle)	3 months
IP Addresses (3Sys - WCBS)	12 Months
IP Addresses (Portal - WCBS)	12 Months
IP Addresses (3Sys/Portal/PASS - MIS Hosting)	7 Days
Google Analytics Statistical Information	26 Months
<b>Marketing</b>	
Media for Marketing (including use of media in school)	Indefinite - but reviewed
Alumni Records/HCFP	5 Years
Social Media Content	5 Years