

Park House Primary School



Retention Policy Overview

A comprehensive retention policy is in place. It is available on the website here: <https://park-house-primary-school.secure-primariesite.net/data-protection-privacy-notices/>

ALL SCHOOLS MUST HAVE A CLEAR SENSE OF RETENTION OF DATA

The Data Controller must ensure that a suitable retention policy is in place and is effective. This will be with the support of the DPO/Headteacher. Procedures to manage disposal and retrieval of stored data, such as encryption keys and passwords, must also be set out within the retention policy.

Within Park House Primary School, responsibility for secure retention and review is as follows

Type of Data	Responsible Person
Pupil Progress and Attainment	Headteacher
SIMS or equivalent	School Business Officer
Financial	Headteacher
Human Resources	Headteacher
Health and Safety Records	Headteacher
Governance	Clerk to Governors
Hardware	Headteacher/ Adept IT
Software	Headteacher/ Adept IT
Statutory and Regulatory	Headteacher
SEN and Health	Headteacher & SENDCo
Safeguarding	Headteacher & Designated Safeguarding Leads
Servers	Headteacher/ Adept IT
IT to include PCs, laptops and portable storage	Headteacher/ Adept IT
Digital records	All Staff
Emails	All Staff

Access Control Rules and Rights for Users guidance sets out the level of access across the organisation.

Destruction

At the point of destruction the 'Data Destruction Log' will be completed