



Data Retention Schedule

September 2026

Introduction

This Data Retention Schedule sets out how long Birtley House School retains personal data. It ensures compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, employment law, safeguarding requirements, and guidance including *Keeping Children Safe in Education*.

The School retains personal data only for as long as necessary to fulfil the purposes for which it was collected, including safeguarding, legal, operational, and regulatory requirements.

This schedule applies to all personal data held in electronic and paper form, including data stored in systems such as iSAMS, CPOMS, email systems, and paper records.

General Principles

The School applies the following principles:

- Personal data will be retained only as long as necessary
- Data will be securely deleted or destroyed when no longer required
- Safeguarding records may be retained longer where required
- Legal and regulatory requirements will take precedence
- Electronic and paper records will be treated equally

Staff Records

Record Type	Retention Period	Reason
Staff personnel file (successful staff)	Duration of employment plus 6 years	Limitation period for employment claims
Recruitment records (successful candidates)	Duration of employment plus 6 years	Employment and safeguarding requirements
Recruitment records (unsuccessful candidates)	6 months	Protection against discrimination claims
References received	Duration of employment plus 6 years	Employment record
Right to work documentation	Duration of employment plus 2 years	Immigration compliance
Payroll and salary records	6 years	HMRC requirements
Pension records	Up to 6 years after employment ends (or longer as required by provider)	Legal and pension requirements
Disciplinary and grievance records	6 years after employment ends	Legal claims defence
DBS certificate information (number, date, outcome)	Duration of employment plus 6 years	Safeguarding and audit requirements
Safeguarding allegations or concerns about staff	Until retirement age or 10 years after allegation, whichever is longer	Safeguarding requirements
Training records	Duration of employment plus 6 years	Compliance and safeguarding

Safeguarding Records (CPOMS and other safeguarding systems)

Record Type	Retention Period	Reason
Safeguarding records relating to pupils	Until pupil reaches age 25	Safeguarding best practice
Safeguarding records relating to staff	Until retirement age or 10 years after employment ends, whichever is longer	Safeguarding requirements
Low-level concerns records	In accordance with safeguarding guidance, typically until employment ends plus appropriate safeguarding retention period	Safeguarding compliance

Pupil Records

Record Type	Retention Period	Reason
Pupil educational record	Until pupil reaches age 25	Safeguarding and legal requirements
Admissions records (unsuccessful applicants)	1 year	Admissions queries and appeals
Attendance records	3 years	Regulatory requirements
Behaviour records	Until pupil reaches age 25	Safeguarding and welfare
Special educational needs records	Until pupil reaches age 25	Safeguarding and legal requirements

Candidate Records

Record Type	Retention Period	Reason
Job application forms and CVs (unsuccessful candidates)	6 months	Legal defence against recruitment claims
Interview notes	6 months	Recruitment audit trail
Pre-employment check records	6 months unless appointed	Safeguarding and recruitment audit

Governance Records

Record Type	Retention Period	Reason
Governor records	Duration of service plus 6 years	Legal and governance requirements
Meeting minutes	Permanently	Institutional record
Policies	Superseded version retained for 6 years	Legal and audit purposes

Financial Records

Record Type	Retention Period	Reason
Accounting records	6 years	HMRC and Companies Act requirements
Expense claims	6 years	Financial audit requirements
Contracts and agreements	6 years after contract ends	Legal requirements

CCTV Records

Record Type	Retention Period	Reason
Routine CCTV footage	Typically 30 days	Security and safeguarding
CCTV footage required for investigation	Until investigation is complete and any legal proceedings conclude	Legal and safeguarding requirements

IT and System Records

Record Type	Retention Period	Reason
System access logs	Up to 12 months	Security monitoring
Email accounts	Deleted or archived after employment ends	Operational requirements
Backup data	Automatically overwritten in accordance with backup cycle	System integrity

Secure Disposal

The School ensures secure disposal of personal data through:

- Secure deletion of electronic records
- Confidential shredding of paper records
- Secure disposal by approved contractors where applicable