

| Type of Personal Data | Max. Retention Period |
|---|--|
| Pupil/Parent Records | |
| 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 | 3 Years |
| Classwork | Not retained beyond end of current course, unless anonymised |
| Pupil reports | 7 Years |
| 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 |
| Short-Term Medication Forms | 2 Years |
| First Aid Log | 2 Years |
| Trips Records | 2 Years |
| ASN records | Risk Assessed |
| Wellbeing concerns | Risk Assessed |
| Child Protection Files | 75 Years |
| S5/6 Yearbook | Not retained |
| Absence Notes | 12 Months |
| References (inc. UCAS) | 5 years from pupil leaving school |
| Staff Records | |
| 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 |
| IT/Communications | |
| 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) | 3 months |
| IP Addresses (3Sys) | 12 Months |
| IP Addresses (MySchoolPortal/SOCS) | 12 Months |
| IP Addresses (PASS/WCBS Hosting) | 7 Days |
| Google Analytics Statistical Information | 26 Months |
| Marketing | |
| Media for Marketing (including use of media in school) | Indefinite - but reviewed |
| Alumni Records/HCFP | 5 Years |
| Social Media Content | 5 Years |