

Toft Hill Primary School

MINIMUM RETENTION PERIODS FOR RECORDS CONTAINING PERSONAL DATA

| Types of Record | Minimum Retention Period |
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| Personnel files including training records, notes of disciplinary and grievance hearings and appraisal forms. | 6 years from end of employment |
| Letters of reference | 6 years from end of employment, by author the reference letter |
| Application forms/interview notes | At least 6 months from the date of interview |
| Disciplinary proceedings: Oral warning Written warning – level 1 Written warning – level 2 Final warning Case not found | 6 months 6months 12 months 18 months Destroy immediately |
| Accident books and records and reports of accidents | 3 years |
| Health records | During employment |
| Health records where reason for termination of employment is connected with health, including stress related illness | 3 years |
| Child Protection files | 25 years |
| Pupil attendance registers | 3 years |
| Pupil files including reviews and individual education plans | 25 years |
| Parent permission slips for school trips – where there has been no major incident | Conclusion of the trip |
| Parent permission slips for school trips – where there has been a major incident | DOB od the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils |
| Records created by school to obtain approval to run an educational visit – Primary school | 14 years |