



Data Retention policy (GDPR compliant)

1. Aim and scope of policy

This policy applies to the personal data of students, parents, carers, guardians, job applicants, existing and former employees, apprentices, volunteers, placement students, workers and self-employed contractors. It applies to personal data in manual and electronic form.

The policy stipulates the length and time a record needs to be retained, the basis on which the information is retained and the action which should be taken when it is no longer required

Where third parties process data on behalf of the School, the School will ensure that the third party takes such measures to retain securely such data and return or destroy data that no longer required in line with this policy.

2. Types of data held

The retention schedule in appendix 1 refers to all personal data, regardless of the media in which they are stored

Employees/workers/volunteers of the school are expected to manage their current personal data storage systems using the retention schedule (appendix 1). In addition, they are expected to incorporate the different kinds of retention periods and storage considerations into account when creating new personal data recording systems.

3. Data security

The School adopts procedures designed to maintain the security of personal data when it is stored. More information can be found in the Data Protection Policy on our website at www.droitwichspahigh.worcs.sch.uk

Failure to follow the School's rules on data security may be dealt with via the School's disciplinary procedure. Appropriate sanctions include dismissal with or without notice dependent on the severity of the failure.

4. Data Protection Officer

The School's appointed Data Protection Officer is the *Governance Manager* in respect of its data protection activities who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk .

5. 6.Chief Privacy Officer

The HR and Administration Manager is the School's appointed chief privacy officer in respect of its data protection activities who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk



6. The School Website Privacy Page

The schools policies, privacy notices and forms are available on our web site at www.droitwichspahigh.worcs.sch.uk or by using the link below

<https://public.droitwichspahigh.worcs.sch.uk/privacy>