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Data protection in schools

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Data retention

Explains how to carry out an audit to check what personal data your school holds. You can use a data retention schedule to document how long you'll keep different types of data for.

The Data Protection Act 2018 and UK GDPR says you should only keep data for as long as you need it. You should check each year what data you hold and if you still need to keep it.

If you identify any information you no longer need, you should dispose of it safely.

It's important to put in place policies and measures so you can prove and evidence that you're not keeping data for longer than necessary.

Develop a data retention policy

Carry out a personal data audit

Create a data retention schedule

Depersonalise personal data

Dispose of personal data