



Benson Community School

There are no limits to what you can achieve



Data Retention Schedule

Data item group	Short term need (event +1 month)	Medium term need (pupil at school +1 year)	Long term need (pupil at school +5 years)	Very long term need (until pupil is aged 25 or older)
Admissions		X (admissions files)	X (admission appeals)	
Attainment			X	
Attendance			X	
Behaviour			X	
Exclusions			X	
Identity management and authentication	X (images used for identity management)			
Catering and free school meal management	X (meal administration)	X (free school meal eligibility information)	Catering and free school meal management	
Trips and activities	X (field file) X (educational visitors into school)		X (financial information related to trips)	X (major medical events)



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Medical information and administration	X (permission slips)	X (medical conditions and ongoing management) X (bumped head letters after 1 year of incident)		X medical incidents (potentially)
Safeguarding				X
Special educational needs				X
Personal identifiers, contacts and personal characteristics	X (images used in identity systems) X (biometrics) X (house number and road)	X (images used in displays in school)	X (postcodes) X (names) X (characteristics)	