

The Keele and North Staffordshire Teacher Education SCITT

Data Retention Schedule

The table below documents some differences in terminology and practice between KNSTE and SET policy in relation to Safeguarding policies and procedures.

This policy has been equality impact assessed and we believe in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality.

SET Policy	KNSTE procedures
Images used for marketing purposes, social media or other are to be kept in line with the consent period.	KNSTE's consent period is 5 years.
The policy refers to house number and road information being kept for the duration of the event/activity, plus one month.	KNSTE will keep information relating to applications for the duration of the course, plus five years. Applicants who are withdrawn/rejected, information will be stored for one year.
The policy refers to children and pupils throughout	KNSTE have trainees.
The policy refers to Proof of address (supplied as part of the admissions process) being kept for whilst the pupil remains at the Academy, plus one year	The proof of address will be kept in accordance with the application documentation as outlined above.
The policy refers to Pupils' educational records and examination results being transferred to the next destination.	Information about trainees' performance against our dispositions is shared in any reference sent. Information is kept and securely stored for five years after the trainee has completed their training.
The policy refers to behaviour records/exclusion records.	Behaviour/exclusion records are not relevant to KNSTE. However, information related to withdrawn/suspended records will be kept in accordance with the application documentation as outlined above.
Attendance registers / Letters authorising absence - Non-identifiable summary statistics are held after the initial retention period for 25 years after the pupil's date of birth	KNSTE will hold non-identifiable summary statistics for the initial retention period. Trainee's absence emails are not stored in their paper-based file. Electronic copies of absences are stored for the duration of the course, plus five years and then securely disposed of.
Medical information and administration	Medical information and permission slips are not held by KNSTE. Any disability information will be securely stored

	and disposed of. This information will be kept, confidentially, for the duration of the course, plus five years.
SEND	Any SEND information will be securely stored and disposed of. This information will be kept, confidentially, for the duration of the course, plus five years.
Curriculum management	The following items are not relevant to KNSTE: SATs results Published Admission Number (PAN) reports Pupils' work
Extra-curricular activities	KNSTE do not take trainees on extra-curricular activity trips.
Family liaison officers and home-Academy liaison assistants / Catering and free Academy meal management	The items included under these headings are not relevant to KNSTE.