

East-the-Water Primary School

Personal information

Record & Retention Schedule

Personnel information	Record & Retention	Action at end
Personnel information including application, references, DBS, health checks & personal details	Termination + 6 years	Secure disposal
Pupil information	Termination + 6 years	Secure disposal
Application form for advertised vacancy	Unsuccessful applicants 6 months after closing date	Secure disposal
Accident at work	Indefinitely	N/A
DBS information SCR	Termination + 6 months	Secure disposal
Volunteer personal details	Termination + 6 months	Secure disposal
Governor personal information	Time served as governor + 12 months	Secure disposal
CCTV Images	Monthly	Secure disposal