

DATA RETENTION POLICY

Document Control

Reference: Data Retention Policy

Version No: 5

Version Date: 04.08.22

Review Date: October 2025

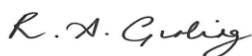
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Document Owner and Approval

Holy Souls Catholic Primary School is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff on the school shared drive.

Signature: Mrs R A Girling



Date: 26/10/24

Version History Log

Version	Description of Change	Date of policy released by Holy Souls School
1	Initial Issue	06.05.18
2	Updated to include references to UK GDPR	
3	Updated with statutory references for certain retention periods.	
4	Changed retention period for accident records for under 18s to age 21 with a comment to explain why.	November 2021
5	Formatting amendments	04.08.22