



Data Subject	Data	Data holder	Kept for	Available to:													
				School data base	Senior Leadership Team	Admissions team	Pastoral team	Finance team	Campaign/Alumni team	Medical team	Careers/university team	Other					
Students and former students and their parents	Application details	Senior School Secretary	L7	✓													
	References	Senior School Secretary	L7														
	Bursary details	Finance Officer	L7														
	Parent details	Senior School Secretary	L7	✓													
	Contact details while student	Senior School Secretary	L7	✓													
	DoB and contact details after leaving	Campaign & Alumni Manager	I														
	Links to relations/peers	Senior School Secretary	L7	✓							X						
	Special requirements	Senior School Secretary	L7														Y
	Safeguarding record	Pastoral Director	L7														
	Disciplinary record	Pastoral Director	L7														
	Internal marks	Director of Studies	L7	✓													
	External marks	Director of Studies	L7	✓													
	Termly reports	Senior School Secretary	L7	✓													
	Live UCAS/careers docs/references	Head of Universities/Careers	L7														✓
	Archived UCAS/careers docs/references	Senior School Secretary	L7			✓											✓
	Medical information	Nurse / School Medical Officer	L7														
	Donor details	Campaign & Alumni Manager	I														
Rejected intending students	Application details	Admissions Officer	A		✓	✓											
	References	Admissions Officer	A		✓	✓											
	Bursary application	Finance Officer	A													✓	
Other data subjects	Application /references: appointed	Head's Sec / Compliance Manager	L6													Z	
	Application /references: not appointed	Head's Secretary	B														
	Safe recruitment docs	Compliance Manager	L6													✓	
	Contact details	Senior School Secretary	L6	✓	✓												
	Personal file (staff)	Head's Sec / Compliance Manager	L6													✓	
	Financial information	Bursar	L6													✓	
	Pension information	Bursar	L6													✓	
Other data	Accident reports	Nurse / Bursar	L7													✓	
	Governors' Minutes	Bursar	I													✓	

Personal data may be shared in confidence on a strict need to know basis by the person named above as the Data Holder. Any recipient then has the same responsibility for the shared data as the Data Holder. The Bursar is named as the over all Data Controller.

L6/7 6/7 years after date of leaving X (With consent) indefinitely after student leaves
 3 3 years Y Database held by Senior School Secretary
 A Until 30 September following application Z Plus interview panel

A document may be retained beyond the period indicated above where it is required in connection with an ongoing legal case, insurance claim or investigation by a third party (e.g. police, social services, HSE).

B One month after application, only longer with consent
 I Indefinitely