



## Privacy Policy

### How long we keep personal data

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff and pupil personnel files is up to 7 years following departure from the School. We will keep information regarding individuals within the School community such as alumni, benefactors and wider community for according to our data retention policy. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements. If you have any specific queries about how this policy is applied, please refer to our data retention policy which can be found on our policies page which can be accessed via the link at the bottom of this page. You may wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar who acts as our privacy and compliance officer, details also on the link at the bottom of this page. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data. We can keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.