

Global Policing

Data Retention Periods

Education

Governors related material	6 years (or permanent as required)
Senior Leadership material	6 years
General Administration material	3 years
Human Resources	Until staff member leaves + 2 years / 6 years if HR matters pending
Health and Safety	6 years (when it will be checked for longer retention dates)
Finance	6 years
Property Management	6 years
Children's information	Until the child reaches 18 / or for safeguarding 25

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