

## Managing data retention for your MIS data

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Your school is responsible for defining and managing appropriate data retention policies for student and staff records. All data in Arbor is ultimately controlled by the school.

We make it easy in Arbor for you to remove any student or staff data that has passed the data retention period by flagging them on the data retention pages. This date is calculated using the time period suggested by the Limitation Act 1980.

However, your school may have reason to hold a record for a different period of time. The Department for Education has released a [data protection toolkit](#) that includes retention guidance you can refer to inform your school's policy.

For student data, the minimum retention period is the greater of

1. 6 years after the student's leaving date from the school, or
2. if relating to a child, the 24th birthday of the child, or
3. if relating to more than one child, the 24th birthday of the youngest child.

For staff data, the minimum retention period is 6 years after the employee's contract end date.


Arbor will automatically flag records that have passed the automatically calculated data retention period. It is not possible to change this period in Arbor.

Just go to *School > Users & Security > Data Retention > Student/Staff records*.

## Data Retention: Student Records

The minimum retention period in this policy is the greater of

- (a) 6 years after the student's leaving date from the school, or
- (b) if relating to a child, the 24th birthday of the child, or
- (c) if relating to more than one child, the 24th birthday of the youngest child.

Showing 631 results 

<input type="checkbox"/>	Student	Date of Birth	Leaving Date	Retain Data Until ▲	Deletion in Progress
<input type="checkbox"/>	<b>Spengler</b> Egon	28th Mar 1969		28th Mar 1993	
<input type="checkbox"/>	<b>Candidate</b> Ext	22nd Aug 1996		22nd Aug 2020	
<input type="checkbox"/>	<b>Jennings</b> Lorraine	12th Sep 1996		12th Sep 2020	
<input type="checkbox"/>	<b>Srinivas</b> Sara	9th Sep 1999	31st Aug 2016	9th Sep 2023	
<input type="checkbox"/>	<b>Russell</b> Yasmine	17th Sep 1999	31st Aug 2016	17th Sep 2023	
<input type="checkbox"/>	<b>Richards</b> Jane	27th Sep 1999	31st Aug 2016	27th Sep 2023	
<input type="checkbox"/>	<b>Powell</b> Wendy	28th Sep 1999	31st Aug 2016	28th Sep 2023	
<input type="checkbox"/>	<b>Walsh</b> Frank	28th Sep 1999	31st Aug 2016	28th Sep 2023	
<input type="checkbox"/>	<b>Parekh</b> Indrani	2nd Oct 1999	31st Aug 2016	2nd Oct 2023	
<input type="checkbox"/>	<b>Stevens</b> Georgia	15th Oct 1999	31st Aug 2016	15th Oct 2023	
<input type="checkbox"/>	<b>Swaminathan</b> Aarti	19th Nov 1999	31st Aug 2016	19th Nov 2023	
<input type="checkbox"/>	<b>Iyer</b> Geetanjali	29th Nov 1999	31st Aug 2016	29th Nov 2023	
<input type="checkbox"/>	<b>Wood</b> Imogen	3rd Dec 1999	31st Aug 2016	3rd Dec 2023	
<input type="checkbox"/>	<b>Knight</b> Maisie	12th Dec 1999	31st Aug 2016	12th Dec 2023	
<input type="checkbox"/>	<b>Turner</b> Zoe	15th Dec 1999	31st Aug 2016	15th Dec 2023	

« | Page 1 of 7 | »

Any data we have calculated you should delete will be in red text. To delete them, tick the boxes next to the staff or students you need to delete, then click the blue pencil icon.

Showing 631 results

<input type="checkbox"/>	Student	Date of Birth	Leaving Date	Retain Data Until ▲
<input checked="" type="checkbox"/>	<b>Permanently Delete Selected Students</b>	28th Mar 1969		28th Mar 1993

In the slide over, click the delete button to permanently delete all records of the person on Arbor.

## Delete Students

### Please Read

Please note that only students where the minimum data retention period has passed will be deleted. Students that will be deleted are marked with a red cross - the ones that will remain on the system are marked with a yellow warning.

Please also note that the deletion of a student may take a little while, so the below students may still show in the grid after you click 'Delete Students'. If this is the case, please check back again in a little while.

### Students

Egon Spengler



Delete Students

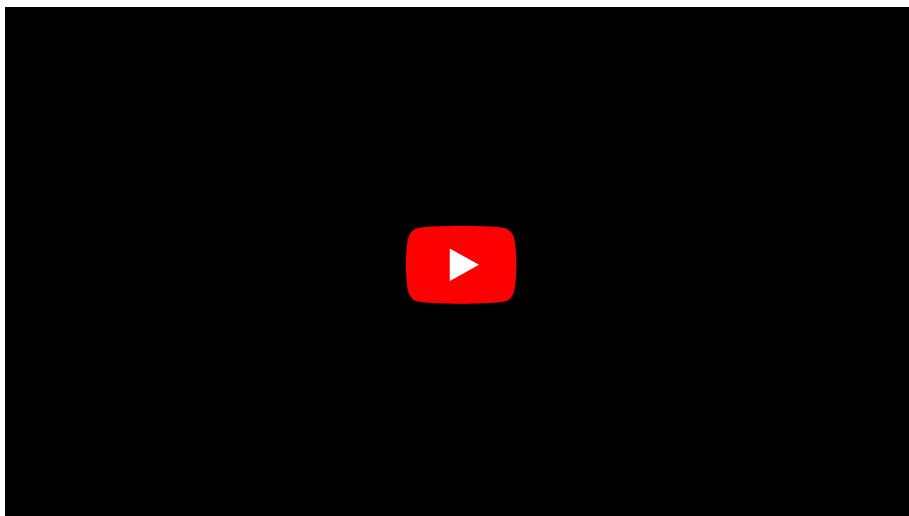
Cancel

As the deletion of a student may take a little while, they might still show in the grid after you click the delete button. In this case, you'll see they're being deleted in the Deletion in Progress column.

Deletion in Progress
-

Please note, guardians will be deleted if all the students linked to a guardian are deleted. To delete guardians not linked to a student, take a look at [this article](#).

For more details on how to manage your data retention in Arbor MIS, take a look at our video below.



Was this article helpful?