

## **Enrolment Data Retention Policy**

Parents/Guardians are informed and should be aware that, in accordance with the European Standards Regulation 679/2016 Protection of Personal Data which comes into effect on the 25th May 2018, the personal data collected will be held on an electronic database. These files are the responsibility of WINGATE SCHOOL SL and will be used in order to manage, monitor and evaluate students.

Similarly, WINGATE SCHOOL SL informs all Parents/Guardians of the existence of photographic data and videography for security purposes, social media, publicity and website information. WINGATE SCHOOL, SL, will retain your personal information to maintain a historical record and will save and display the photographs for school publicity purposes (e.g. class pictures, events and school activities).

In addition, student data will be transferred to other public authorities to comply with the relevant lawful regulation.

The data will be stored for at least 5 years or more, if there are communications and in any case until cancellation is requested by the interested party. In any case, due to the centre's organisational and security policy, the following data will always be kept: name, surname and academic records.

Exam Certificates - 2 years retention

Photographs - 1 year retention

Mr M Howells  
Head of Wingate