

How long do we keep your personal information?

For each reason why we use your personal information there is often a legal reason for why we need to keep it for a period of time. We try to capture all of these and detail them in what's called a 'retention schedule'. This schedule lists for each service how long your information may be kept for.

Please click [here](#)

or

https://cdn.ymaws.com/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf