

SEND Information Advice and Support Service (SENDIASS)



This schedule details the document type, what the information is used for, how it is stored and when the data is deleted/ anonymised.

Data relating to SEND Information Advice and Support Service records

This records retention schedule provides guidance on the retention of common records generated by the SEND Information Advice and Support Service.

Documentation	What it is used for	How it is stored	Retention Period
Annual Reviews	Recording discussion information	Computer data area which is password protected	12 months from final contact
Case Notes including consent forms and medical letters	Recording discussion information Preparing for multi-agency meetings	Computer data area which is password protected	12 months from final contact
Tribunal papers	To provide legal information and evidence	Computer which is password protected Locked desk drawers	12 months from final contact
Emails	Recording case and enquiry information	Computer data area which is password protected	12 months from final contact

Other data collected

Any other ad hoc information collected will be stored in line with Trafford's policy for the duration it is required. It will then be disposed of or anonymised.