

# Email Policy

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## **Retention of emails**

All emails are kept by the school for no longer than is necessary for the purpose of which the personal data are processed.

Emails will be deleted by the school 3 years after they have been received or sent. However, certain emails can be kept for longer periods (including indefinitely, if this is in the best interest of the school). Each deletion period will occur at the beginning of each month.

If required, the school will be able to provide justification for any emails stored after the above time period.

## **Blind Carbon Copy (BCC)**

If any emails are sent by the school to more than one individual, then the school will use BCC. This ensures that the names of the recipients are kept private and no one within that email will receive the email addresses of anyone else.

## **Confidential and sensitive information**

No email containing confidential or sensitive information will be sent by the school unless this is by a secure manner. This will include items such as pupils' names and any data that is subject to Special Category under GDPR.

If unsure as to what constitutes sensitive and confidential information excluding the above list, liaise with School Business Manager.

## **Marketing**

Marketing emails will not be sent by the school to any party who has not opted-in to receive such emails.

The school email services are provided by the Local Authority.

Policy approved by Governors: June 2022

Date of next review by Governors: June 2023