

Data Storage and Retention Practices

ICSB will store and retain all **staff and volunteer personal data** according to the chart below.

Staff & Volunteer Data	Application Materials	Supervision	Medical Data	Misc and HR data	Digital Data	Financial Data
Includes	Name Date of Birth Contact Info Family Data Biographical Info Marital Status Background Check Qualifications References Other Personal Data	Contracts and Adjustments Evaluations Warnings Correspondence Meeting Notes	Physical Exams Health Certificates Doctor's Notes	Trainings Evaluations Time Sheets Attendance Vacations Pay Slips	Email Acct. Logins Copiers ID Cards Access Cards	TB/Social Security Info Tax info Financial Aid Sick Leave Bank Account Numbers Other Tax Documents Income Statements
Access	Director Director's Assistant HR Office Direct Supervisor IT	Director HR Office Direct Supervisor IT	Director HR Office Health Office IT	Director HR Office Direct Supervisor IT	Director IT	Director HR office Business Office IT
Retention	5 years after Departure (If not hired, then 1 year after application)				3 months after Departure	8 years after Departure for data that is relevant for accounting purposes, 5 years after Retirement Age or deceased for data that is relevant for pension purposes
Purpose	Recruiting, Keeping Contact, Build Community, Security and Protection of Minors.	Supervision and Interest of the School and Employee	Employee interest and Maintaining safety in the school	Supervision, Payroll, Interest of the employee and the school	Security of the school	certification of payments made to employee and state
Legal Basis	Consent and legitimate interest of the Applicant or Employee. Act 1. of 2021	Employment Law Act 1. of 2021	Employment Law Act XCII. of 2003	Legitimate Interest of the Individual and statutory interest of the school Employment Law Act 1. of 2021	Security and legitimate interest of the school.	Payroll, TB/Social Security/ Employment Law Act LXXXI of 1998 Accounting: Act C. of 2000 Income Statements: Act XDII of 2003 Other Tax Doc: Act CL of 2017

ICSB will store and retain **student and family data** according to the chart below:

Student & Family Data	All Application Materials	Graded Work	Standardized Testing	Supplemental Services Academic and Personal Counselling	Correspondence Meeting Notes	Health Records	Family Financial Data	Transcripts And Final Records
Includes	Biographic Info Contact Info Medical and Family Records Testing Results Previous Records	Tests Homework Essays Projects	Admissions, Achievement, College Prep, and Diagnostic Testing	Progress Testing Therapy Progress Meeting Notes	Emails Meeting Notes Detention Logs Discipline Records	Immunizations Physical Exams Allergies/Health Conditions Health Office Visits	Billing/ Payments Correspondence Financial Aid Applications	Transcripts Final Grade Reports
Access	Director Registrar Principal	Teacher Teacher Aide Principals	Director Registrar Principals SS Director ELL Director	Principals SS Director Academic Counselor	Principals	Director Principals Health Office	Director Business Manager	Director Principals Registrar Academic Counselor
Retention	August following the application year, If waitlisted, then 1 year	End of the Academic Year, June	3 years after Departure from School	15 years for Educational Plans, Testing Results 3 years after Departure from school for Therapy Progress, Meeting Notes, Emails	3 years after Departure from school	Immunizations/ Physicals: 30 years All Other: 1 year	8 years Delinquent Accounts: 1 yr. after resolution	100 years
Purpose	Admissions Decision Making Continuous Educational Development of the Student	Continuous Educational. Development of the student	Continuous Educational Development of the Student	Continuous Educational Development of the Student	Continuous Educational Development of the Student	Physical Development, Protection and Monitoring of Child's Health and Safety	Fulfillment of Contract: Determining Financial Obligations	Fulfillment of the Contract, Contact and Future School Referrals
Legal Basis	Consent Preparation of Contract with the school	Legal Contract between parent and school	Legal Contract between parent and school	Fulfillment of agreement between parent and school	Fulfillment of agreement between parent and school	Consent Legitimate Interest of the School Legal provisions of Hungarian Law Act XLVII. of 1997	To comply with school contract and statutory obligations of the school Act C. of 2000	Legitimate interest of the student and certification of studies