



DATA RETENTION POLICY - 2022

The School has a responsibility to maintain its records and record keeping systems. When doing this, the School will take account of the following factors: -

- The most efficient and effective way of storing records and information;
- The confidential nature of the records and information stored;
- The security of the record systems used;
- Privacy and disclosure; and
- Their accessibility.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the School from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. The School may also vary any parts of this procedure, including any time limits, as appropriate in any case.

Data

This policy sets out how long employment-related and pupil data will normally be held by us and when that information will be confidentially destroyed in compliance with the terms of the General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000.

Data will be stored and processed to allow for the efficient operation of the School. The School's Data Protection Policy outlines its duties and obligations under the UK GDPR.

Retention schedule

Information (hard copy and electronic) will be retained for at least the period specified in the attached retention schedule. When managing records, the School will adhere to the standard retention times listed within that schedule.

The schedule is a relatively lengthy document listing the many types of records used by the school and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information, or sensitive policy information should be shredded before disposal. When required, the school use The Shredding Station who shred the documents on-site. All electronic information will be deleted.

Record keeping of safeguarding

Any allegations made that are found to be malicious must not be part of the personnel records.

For any other allegations made, the School must keep a comprehensive summary of the allegation made, details of how the investigation was looked into and resolved and any decisions reached. This should be kept on the personnel files of the accused.

Any allegations made of sexual abuse should be preserved by the School for the term of an inquiry by the Independent Inquiry into Child Sexual Abuse. All other records (for example, the personnel file of the accused) should be retained until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. Guidance from the Independent Inquiry Child Sexual Abuse states that prolonged retention of personal data at the request of an Inquiry would not contravene data protection regulation provided the information is restricted to that necessary to fulfil potential legal duties that a School may have in relation to an Inquiry.

Whilst the Independent Inquiry into Child Sexual Abuse is ongoing, it is an offence to destroy any records relating to it. At the conclusion of the Inquiry, it is likely that an indication regarding the appropriate retention periods of the records will be made.

Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. The school follow the LCC Retention Schedule with regard to archiving records. The archiving of information not listed, is decided by the school Governing Body.

Transferring information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media or virtual storage centres (such as cloud storage). The lifespan of the media and the ability to migrate data where necessary should always be considered.

Transferring information to another school

We retain the Pupil's educational record whilst the child remains at the school. Once a pupil leaves the school, the file should be sent to their next school. The responsibility for retention then shifts onto the next school. We may delay destruction for a further period where there are special factors such as potential litigation.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy.

Responsibility and monitoring

The Headteacher has primary and day-to-day responsibility for implementing this Policy. The Data Protection Officer, in conjunction with the School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The Data Protection Officer will consider the suitability and adequacy of this policy and report improvements directly to management.

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given adequate and regular training on it.

Emails

Emails accounts are not a case management tool in itself. Generally emails may need to fall under different retention periods (for example, an email regarding a health and safety report will be subject to a different time frame to an email which forms part of a pupil record). It is important to note that the retention period will depend on the content of the email and it is important that staff file those emails in the relevant areas to avoid the data becoming lost.

Pupil records

All maintained schools, are under a duty to maintain a pupil record for each pupil, including Early Years. If a child changes schools, the responsibility for maintaining the pupil record moves to the next school.

Records for Early Years Pupils are kept in the same way as Y1 – Y6 children.

We retain the file for a year following transfer in case any issues arise as a result of the transfer.

Retention schedule

FILE DESCRIPTION	RETENTION PERIOD
Employment Records	
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates.
Job applications and interview records of successful candidates	6 years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases
Right to work documentation including identification documents	6 years after employment ceases
Immigration checks	2 years after the termination of employment
DBS checks and disclosures of criminal records forms	As soon as practicable after check been completed and the outcome recorded (whether it is satisfactory or not) unless in exceptional circumstances (eg to allow for resolution of any disputes or complaints) in which case, max. 6 months.
Change of personal details notifications	No longer than 6 months after receiving this notification
Emergency contact details	Destroyed on termination
Personnel records	While employment continues and up to 6 years after employment ceases
Annual leave records	6 years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards
Working Time Regulations: <ul style="list-style-type: none"> • Opt out forms • Records of compliance with WTR 	<ul style="list-style-type: none"> • 2 years from the date on which they were entered into • 2 years after the relevant period
Disciplinary / Training records	6 years after employment ceases
Staff training where it relates to safeguarding or other child related training	Date of the training plus 40 years
Allegations of a child protection nature against a member of staff including where the allegation is founded	10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. Malicious allegations should be removed.
Financial and Payroll Records	
Pension records	12 years
Payroll and wage records	6 years after end of tax year they relate to
Maternity/Paternity/Leave records	3 years after end of tax year they relate to
Statutory Sick Pay	3 years after the end of the tax year they relate to
Pupil Premium Fund records	Date pupil leaves the provision plus 6 years

All records relating to the creation and management of budgets	Life of the budget plus 3 years
Invoices, receipts, order books and requisitions, delivery notices	Current financial year plus 6 years
Pupil Premium Fund records	Date pupil leaves the school plus 6 years
Free school meals registers (where the register is used as a basis for funding)	Current year plus 6 years
School meal records	Current year plus 3 years
Agreements and Administration Paperwork	
Collective staff agreements/past agreements that could affect current staff.	Permanently
Trade union agreements	10 years after ceasing to be effective
School Development Plans	3 years from the life of the plan
Visitors Book and Signing In Sheets	2 years
Newsletters / circulars to staff, parents and pupils	1 year (School may decide to archive one copy)
Records relating to the creation and publication of the school prospectus	Current academic year plus 3 years
Health and Safety Records	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	Life of the risk assessment plus 3 years
Any records relating to any reportable death, injury, disease or dangerous occurrence	Date of incident plus 3 years provided that all records relating to the incident are held on personnel file
Accident records relating to pupils under 18 at the time of the incident	Until the child reaches the age of 21.
Accident records relating to individuals over 18 at the time of the incident	Accident book should be retained 3 years after last entry in the book
COSHH Records	5 years from the date on which the record was made
Temporary and Casual Workers	
Records relating to hours worked and payments made to workers	3 years
Governing Body Documents	
Instruments of government	For the life of the School
Meetings schedule	Current year
Minutes – Signed copy	Generally kept for the life of the organisation
Agendas – principal copy	Where possible the agenda should be stored with the principal set of the minutes
Register of attendance at full governing board meetings	Date of last meeting plus 6 years
Annual reports required by the DfE.	Date of report plus 10 years
Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints: current year plus 6 years - If negligence involved: current year plus 15 years - If child protection or safeguarding issues are involved then: current year plus 40 years.
Records relating to terms of office of serving governors, including evidence of appointment	Date appointment ceases plus 6 years

Register of business interests	Date appointment ceases plus 6 years
Records relating to the training required and received by governors	Date appointment ceases plus 6 years
Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases plus 6 years
Pupil Records	
Child's admission details	1 year from the date of admission
Admissions register	Entries to be preserved for three years from date of entry
Pupil Record	LCC: current year + 6
Attendance Registers	3 years from the date of entry
Correspondence relating to any absence (authorised or unauthorised)	Current academic year plus 2 years
SEND files, reviews & IE plans (inc. statements advice, information shared regarding educ. needs)	Until the child turns 25
Allegations of sexual abuse	For the time period of any inquiry by the relevant agencies.
Child protection information	Held on CPOMS
Records relating to any allegation of a child protection nature against a member of staff	Until the accused normal retirement age or 10 years from the date of the allegation (whichever is the longer)
Consents relating to school activities as part of GDPR compliance (eg, receive newsletters etc.)	Consent will last whilst the pupil attends the school.
Pupil's work	Returned to pupil at the end of the academic year
Photographs of pupils	For the time the child is at the School and for a short while after. Please note select images may also be kept for longer (e.g. school flyers, prospectus etc..)
Parental consent forms for school trips where there has been no major incident	End of the trip
Parental permission slips for school trips where there has been a major incident	Date of birth of the pupil involved in the incident plus 25 years. Permission slips for all the pupils on the trip will be retained to demonstrate the rules had been followed for all pupils
Other Records	
Emails	Length of time differs according to contents of the email.
CCTV	Removes details every 24 hours
Privacy notices	Until replaced plus 6 years.
Inventories of furniture and equipment	Current year plus 6 years
Contact data sheets	Renewed / updated annually