

## **Data Retention Policy and Schedule**

**FG160920(6)**

### **Data Retention Policy**

The school recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and contribute to the effective overall management of the organisation. Records provide evidence for protecting the legal rights and interests of the school and for demonstrating performance and accountability.

#### **Scope of the policy**

- This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

#### **Responsibilities**

- The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.
- The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely way.
- Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with this policy and the school's data management guidance.

*Policy updated to take account of the GDPR requirements*

*Discussed and approved by full governors: 16 September 2020*

## Data Retention Policy and Schedule

Child Protection					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Child Protection files	Yes	Education Act 2002, related guidance "Safeguarding Children in Education", September 2004	Date of leaving + 25 years	Secure Disposal	Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (the information does not need to be sent to a university) Where a child is removed from roll to be educated at home, the file should be copied to the Local Authority.
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Secure Disposal	The following is an extract from "Safeguarding Children and Safer Recruitment in Education" p60: "Record Keeping 5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer."

## Data Retention Policy and Schedule

<b>Governors</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Principal set Minutes (signed)	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archive
Inspection copies	No		Date of meeting + 3 years	Secure Disposal	
Agendas	No		Date of meeting	Secure Disposal	
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archive
Annual Parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archive
Instruments of Government	No		Permanent	Retain in school	Transfer to Archives when the school has closed
Action Plans	No		Date of action plan + 3 years	Secure Disposal	It may be appropriate to offer to the Archive
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational	Transfer to Archive
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Secure Disposal of routine complaints	
Annual Reports required by the Department for Education and Skills	No		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archive

## Data Retention Policy and Schedule

<b>Management</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 3 years	Secure Disposal	
Reports made by the head teacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting	Secure Disposal
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Current academic year + 6 years	Secure Disposal	
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Date of correspondence + 3 years	Secure Disposal	
Professional development plans	Yes		Closure + 6 years	Secure Disposal	
School development plans	No		Life of plan + 3 years	Secure Disposal	
Admissions – if the appeal is successful	Yes		Date of admission + 2 years	Secure Disposal	
Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year	Secure Disposal	

## Data Retention Policy and Schedule

<b>Pupils</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Pupil Files	Yes	Limitation Act 1980	DOB of the pupil + 25 years	Secure Disposal	
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 30 years	Secure Disposal	
Examination results	Yes				
Public examination results	No		Year of examinations + 6 years	Secure Disposal	Unclaimed certificates returned to Exam Board
Internal examination results	Yes		Current year + 5 years	Secure Disposal	
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or secure disposal	
Statement maintained under The Education Act 1996 - Section 324	Yes	SEN and Disability Act 2001 Section 1	DOB + 30 years	Secure Disposal unless legal action is pending	
Proposed statement or amended statement	Yes	SEN and Disability Act 2001 Section 1	DOB + 30 years	Secure Disposal unless legal action is pending	
Advice and information to parents regarding educational needs	Yes	SEN and Disability Act 2001 Section 1	Closure + 12 years	Secure Disposal unless legal action is pending	
Accessibility Strategy	Yes	SEN and Disability Act 2001 Section 1	Closure + 12 years	Secure Disposal unless legal action is pending	
Children's SEN Files	Yes		DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases	Secure Disposal unless legal action is pending	

## Data Retention Policy and Schedule

<b>Pupils</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	Secure Disposal
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	Secure Disposal
Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No	3 part supplement to the H&S of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years	Secure Disposal

## Data Retention Policy and Schedule

<b>Curriculum</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
Curriculum development	No		Current year + 6 years	Secure Disposal
Curriculum returns	No		Current year + 3 years	Secure Disposal
School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or Secure Disposal
Examination results	Yes		Current year + 6 years	Secure Disposal
SATS records	Yes		Current year + 6 years	Secure Disposal
Published Admission Number reports	Yes		Current year + 6 years	Secure Disposal
Value added records	Yes		Current year + 6 years	Secure Disposal

## Data Retention Policy and Schedule

<b>Staff records</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Secure Disposal
Staff Personal files	Yes		Termination + 85 years or death	Secure Disposal
Interview notes and recruitment records	Yes		Date of interview + 6 months	Secure Disposal
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	Secure Disposal
Disciplinary proceedings:	Yes	Where the warning relates to child protection issues then retain until the person's normal retirement age, or 10 years from the date of the allegation, whichever is the longer If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.		
• oral warning			Date of warning + 6 months	Secure Disposal
• written warning – level one			Date of warning + 6 months	Secure Disposal
• written warning – level two			Date of warning + 12 months	Secure Disposal
• final warning			Date of warning + 18 months	Secure Disposal
• case not found			If child protection related then retain until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer. Otherwise shred immediately at the conclusion of the case	Secure Disposal
Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	Secure Disposal
Annual appraisal/assessment records	No		Current year + 5 years	Secure Disposal
Contracts of Employment	Yes		Last date of employment + 85 years or death	Secure Disposal
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, + 3yrs	Secure Disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Last date of employment + 85 years	Secure Disposal
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.	



## Data Retention Policy and Schedule

<b>Health and Safety</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	Secure Disposal
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
Adults	Yes		Date of incident + 7 years	Secure Disposal
Children	Yes		DOB of child + 25 years	Secure Disposal
COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	Secure Disposal
Incident reports	Yes		Current year + 20 years	Secure Disposal
Policy Statements			Date of expiry + 1 year	Secure Disposal
Risk Assessments			Current year + 3 years	Secure Disposal
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	Secure Disposal
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	Secure Disposal
Fire Precautions log books			Current year + 6 years	Secure Disposal

## Data Retention Policy and Schedule

<b>Administrative</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Employer's Liability certificate			Closure of the school + 40 years	Secure Disposal	
Inventories of equipment and furniture			Current year + 6 years	Secure Disposal	
General file series			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives
School brochure or prospectus			Current year + 3 years		Transfer to Archives
Circulars (staff/parents/pupils)			Current year + 1 year	Secure Disposal	
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives
Visitors' book			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives

<b>Finance</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Annual Accounts		Financial Regulations	Current year + 6 years	Secure Disposal	
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives
Contracts under seal			Contract completion date + 12 years	Secure Disposal	
Contracts under signature			Contract completion date + 6 years	Secure Disposal	
Contracts monitoring records			Current year + 2 years	Secure Disposal	

## Data Retention Policy and Schedule

<b>Finance</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Copy orders			Current year + 6 years	Electronic Storage	Secure Disposal of Originals
Budget reports, budget monitoring etc.			Current year + 3 years	Secure Disposal	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	Electronic Storage	Secure Disposal of Originals
Annual Budget and background papers			Current year + 6 years	Secure Disposal	
Delivery Documentation			Current year + 6 years	Electronic Storage	Secure Disposal of Originals
Debtors' Records		Limitation Act 1980	Current year + 6 years	Secure Disposal	
School Fund – Cheque books			Current year + 6 years	Secure Disposal	
School Fund – Paying in books			Current year + 6 years	Secure Disposal	
School Fund – Ledger			Current year + 6 years	Secure Disposal	
School Fund – Invoices			Current year + 6 years	Secure Disposal	
School Fund – Receipts			Current year + 6 years	Secure Disposal	
School Fund – Bank statements			Current year + 6 years	Secure Disposal	
School Fund – School Journey books			Current year + 6 years	Secure Disposal	
Applications for free school meals, travel, uniforms etc			Whilst child at school	Secure Disposal	
Student grant applications			Current year + 3 years	Secure Disposal	
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	Secure Disposal	
Petty cash books		Financial Regulations	Current year + 6 years	Secure Disposal	

## Data Retention Policy and Schedule

<b>Property</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Title Deeds			Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to Archives if the deeds are no longer needed
Plans			Permanent	Retain in school whilst operational	Offer to Archives
Maintenance and contractors		Financial Regulations	Current year + 6 years	Secure Disposal	
Leases			Expiry of lease + 6 years	Secure Disposal	
Lettings			Current year + 3 years	Secure Disposal	
Burglary, theft and vandalism report forms			Current year + 6 years	Secure Disposal	
Maintenance log books			Last entry + 10 years	Secure Disposal	
Contractors' Reports			Current year + 6 years	Secure Disposal	

<b>Local Authority</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Secondary transfer sheets (Primary)	Yes		Current year + 2 years	Secure Disposal	
Attendance returns	Yes		Current year + 1 year	Secure Disposal	

## Data Retention Policy and Schedule

<b>Department for Education</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives
Returns			Current year + 6 years	Secure Disposal	
Circulars from Department for Education			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives

## Data Retention Policy and Schedule

<b>Other Records - Administration</b>			
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>
<b>Insurance</b>			
Insurance policies – Employers Liability	No	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy
Claims made against insurance policies – damage to property	Yes		Case concluded + 3 years
Claims made against insurance policies – personal injury	Yes		Case concluded + 6 years
<b>Human Resources</b>			
Personal Files - records relating to an individual's employment history	Yes**		Termination + 6 years then review
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months
Staff training records – general	Yes		Current year + 2 years
Training (proof of completion such as certificates, awards, exam results)	Yes		Last action + 7 years
Premises files (relating to maintenance)	No		Cessation of use of building + 7 years then review
Risk Assessments	No		Current year + 3 years
Staff training records – general	Yes		Current year + 2 years
Training (proof of completion such as certificates, awards, exam results)	Yes		Last action + 7 years
<b>Premises and Health and Safety</b>			
Premises files (relating to maintenance)	New		Cessation of use of building + 7 years then review
Risk Assessments	New		Current year + 3 years

\*\*For Data Protection purposes the following information should be kept on the file for the following periods:

All documentation on the personal file	Duration of employment
Pre-employment and vetting information	Start date + 6 months
Records relating to accident or injury at work	Minimum of 12 years
Annual appraisal/assessment records	Minimum of 5 years
Records relating to disciplinary matters (kept on personal files)	
• oral warning	6 months
• first level warning	6 months
• second level warning	12 months
• final warning	18 months