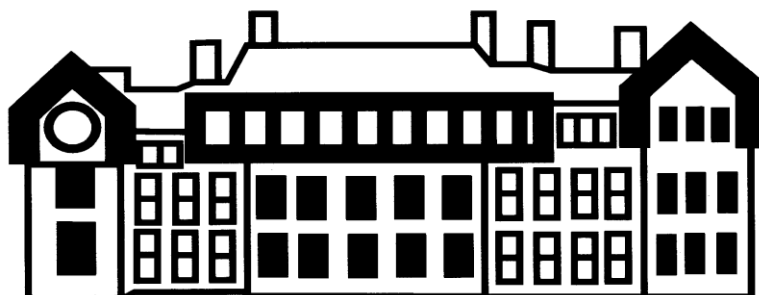


GORDON



SCHOOL

Data Retention Policy

Ratification date: January 2025

Review date: January 2028

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

Data Retention Policy

See also

Data Breach Policy
Data Protection Policy
Security Policy

1. Introduction

The school has a responsibility to maintain its records and record keeping systems. When doing this, we 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;
- 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.

2. Data Protection

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 UK 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.

3. 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.

Paper records will be regularly monitored by Ms Millar (School Business Manager).

Electronic records will be regularly monitored by Ms Millar.

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.

4. Destruction of Records

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.

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 where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

The school maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list the following:

- File reference (or other unique identifier);
- File title/description;
- Number of files;
- Name of the authorising officer;
- Date destroyed or deleted from system; and
- Person(s) who undertook destruction.

5. Retention of Safeguarding Records

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.

6. 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. A database of the records sent to the archives is maintained by the School Business Manager. The appropriate staff member, when archiving documents should record in this list the following information:

- file reference (or other unique identifier);
- file title/description;
- number of files; and
- name of the authorising officer.

7. 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.

8. 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 moves to the next school. We retain the file for a year following transfer in case any issues arise as a result of the transfer.

We may delay the destruction for a further period where there are special factors such as potential litigation.

9. Emails

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.

10. Responsibility and Monitoring

The School Business Manager has primary and day-to-day responsibility for implementing this policy. The Data Protection Officer (DPO), in conjunction with the school is responsible for monitoring its use and effectiveness and dealing with any

queries on its interpretation. The DPO 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.

This policy will be reviewed every three years or sooner if there is legislative change.

Appendix 1 – Retention Schedule

FILE DESCRIPTION	RETENTION PERIOD
Employment Records	
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained
Job applications and interview records of successful candidates	Six years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	Six years after employment ceases
Right to work documentation including identification documents	Six years after employment ceases
Immigration checks	Two years after the termination of employment
DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than six months.
Change of personal details notifications	No longer than six months after receiving this notification
Emergency contact details	Destroyed on termination
Personnel records	While employment continues and up to six years after employment ceases (Limitation Act 1980)
Annual leave records	Six 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 six 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"> • Two years from the date on which they were entered into • Two years after the relevant period
Disciplinary records	Six years after employment ceases

Training	Six years after employment ceases
Staff training where it relates to safeguarding or other child related training	Date of the training plus 40 years – this retention period reflects that the IICSA may wish to see training records as part of an investigation
Annual appraisal / assessment records	Current year plus six years
Allegations of a child protection nature against a member of staff including where the allegation is founded	Ten 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	Twelve years
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	Six years from the end of the scheme year in which the event took place
Payroll and wage records	Six years after end of tax year they relate to
Maternity/Adoption/Paternity Leave records	Three years after end of tax year they relate to
Statutory Sick Pay	Three years after the end of the tax year they relate to
Current bank details	Until updated plus three years
Bonus Sheets	Current year plus three years
Timesheets	Current year plus three years
Pupil Premium Fund records	Date pupil leaves plus six years
National Insurance (schedule of payments)	Current year plus six years (Taxes Management Act 1970; Income and Corporation Taxes 1988)
Insurance	Current year plus six years (Taxes Management Act 1970; Income and Corporation Taxes 1988)
Overtime	Current year plus six years (Taxes Management Act 1970; Income and Corporation Taxes 1988)
Annual accounts	Current year plus six years
Loans and grants managed by the school	Twelve years from the date of the last payment
All records relating to the creation and management of budgets	Life of the budget plus three years
Invoices, receipts, order books and requisitions, delivery notices	Current financial year plus six years
School Fund documentation (including but not limited to invoices, cheque books,	Current year plus six years

receipts, bank statements, etc.)	
Free school meal registers (where the register is used as a basis for funding)	Current year plus six years
School meal registers and summary sheets	Current year plus three years
Agreements and Administration Paperwork	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade union agreements	Ten years after ceasing to be effective
School Development Plans	Three years from the life of the plan
Professional Development Plans	Six years from the life of the plan
Visitors Book and Signing-In Sheets	Six years
Newsletters and circulars to staff, parents and pupils	One year – the school may decide to archive one copy
Minutes of Senior Leadership Team (SLT) meetings	Three years from the date of the meeting or as required
Reports created by the Headteacher or SLT	Three years from the date of the meeting or as required
Records relating to the creation and publication of the school prospectus	Current year plus three years
Health and Safety Records	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	Three years from the life of the risk assessment
Health and Safety Policy Statements	Three years from the life of the policy
Any records relating to any reportable death, injury, disease or dangerous occurrence	Date of incident plus three years provided that all records relating to the incident are held on personnel file
Accident reporting	Accident book should be retained for three years after the last entry in the book Adults – in line with above Children – when the child reaches the age of 21
Fire precaution log books	Current year plus three years
Medical records and details of: <ul style="list-style-type: none"> • control of lead at work • employees exposed to asbestos dust 	40 years from the date of the last entry made in the record

<ul style="list-style-type: none"> records specified by the Control of Substances Hazardous to Health Regulations (COSHH) 	
Records of tests and examinations of control systems and protection equipment under COSHH	Five years from the date on which the record was made
Temporary and Casual Workers	
Records relating to hours worked and payments made to workers	Three years
Governing Body Documents	
Instruments of government	For the life of the school
Meetings schedule	Current year
Minutes – principal set (signed)	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
Agendas – additional copies	Date of meeting
Policy documents created and administered by the Governing Body	Until replaced
Register of attendance at full Governing Body meetings	Date of last meeting in the book plus six years
Annual reports required by the Department of Education	Date of report plus ten years
Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints: current year plus six years. If negligence involved: current year plus 15 years. If child protection or safeguarding issues are involved then: current year plus 40 years.
Correspondence sent and received by the Governing Body or Head Teacher	General correspondence should be retained for current year plus three years
Records relating to the terms of office of serving governors, including evidence of appointment	Date appointment ceases plus six years
Register of business interests	Date appointment ceases plus six years
Records relating to the training required and received by governors	Date appointment ceases plus six years
Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases plus six years

Governor personnel files	Date appointment ceases plus six years
Pupil Records	
Details of whether admission is successful/unsuccessful	1 year from the date of admission/non-admission
Proof of address supplied by parents as part of the admissions process	Current year plus 1 year
Admissions register	Entries to be preserved for three years from date of entry
Attendance Registers	Three years from the date of entry
Pupil Record	While the child attends the school
Correspondence relating to any absence (authorised or unauthorised)	Current academic year plus two years (Education Act 1996)
Special Educational Needs files, reviews and Education, Health and Care Plans, including advice and information provided to parents regarding educational needs and accessibility strategy	Date of birth of the pupil plus 31 years (Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional six years from the end of the plan). (Children and Family's Act 2014; Special Educational Needs and Disability Act 2001)
Child protection information (to be held in a separate file).	DOB of the child plus 25 years then review. Note: These records will be subject to any instruction given by IICSA.
Exam results (pupil copy)	Three years from when results are announced
Examination results (school's copy)	Current year plus six years
Allegations of sexual abuse	For the time period of an inquiry by the Independent Inquiry into Child Sexual Abuse
Records relating to any allegation of a child protection nature against a member of staff	Until the accused normal retirement age or ten years from the date of the allegation (whichever is the longer)
Consents relating to school activities as part of UK GDPR compliance (for example, consent to be sent circulars or mailings)	Consent will last whilst the pupil attends the school.
Pupil's work	Where possible, returned to pupil at the end of the academic year (provided the school have their own internal policy to this effect). Otherwise, the work should be retained for the current year plus one year.
Marked books	Current year plus one year

Schemes of work	Current year plus one year
Timetables	Current year plus one year
Class record books	Current year plus one year
Record of homework set	Current year plus one 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 (for example to illustrate history of the school).
Parental consent forms for school trips where there has been no major incident	End of the trip or end of the academic year (subject to a risk assessment carried out by the school)
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 should be retained to demonstrate the rules had been followed for all pupils
Emails (including printed copies)	
Emails	Dependent on the nature of the email and where the contents fit within this schedule of retention
CCTV	There is no officially mandated retention period. The school does not use CCTV to record images.
Privacy notices	Until replaced plus six years
Inventories of furniture and equipment	Current year plus six years
All records relating to the maintenance of the school carried out by contractors or employees of the school	Whilst the building belongs to the school
Records relating to the letting of school premises	Current financial year plus six years
Records relating to the creation and management of Parent Teacher Associations	Current year plus six years then review
Referral forms	While the referral is current
Contact data sheets	Current year then review, if contact is no longer active then destroy