

# Data Protection – Retention of Information

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Where available	Website, Staffshared Drive
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## **1 Policy Statement**

This Policy lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule attached refers to all information, regardless of the media in which they are stored.

## **2 Records at the End of their Administrative Life**

### **2.1 Destruction of Records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal.

### **2.2 Transfer of Records to the Archives**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the School's Archives.

### **2.3 Transfer of 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. The lifespan of the media and the ability to migrate data where necessary should always be considered.

## **3 Review and Development**

### **3.1 Procedure**

This document, together with the effectiveness of its procedures, is reviewed annually by the Senior Management Team and Governing Board and as events or legislation change requires.

### **3.2 Links with other Policies**

This policy should be read in conjunction with the following documents:

Data Protection and related Policies

# Retention Schedule

## 1 Management of the School

This section contains retention periods connected to the general management of the School. This covers the work of the Governing Body, the Principal and the senior management team, the admissions process and operational administration.

<b>1.1 Governing Body</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
1.1.1	Register of Governors' Interests	Names, addresses		PERMANENT (minimum 10 years for ex-members/shareholders)	
1.1.2	Annual Reports	?		Minimum – 6 years	SECURE DISPOSAL
1.1.3	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of.	SECURE DISPOSAL
1.1.4	Minutes of Governing Body meetings.	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Minimum 10 years	If these minutes contain any sensitive, personal information, they must be shredded.
1.1.5	Reports presented to Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.6	Records relating to complaints dealt with by the Governing body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL

All information about the retention of records concerning the recruitment of Principals can be found in the Human Resources section below.

<b>1.2 Principal and Senior Management Team</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
1.2.1	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.2	Records created by the Principal, head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL
1.2.3	Correspondence created by the Principal, head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL

<b>1.3 Admissions Process</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
1.3.1	All records relating to the creation and implementation of the School Admissions Policy	No		Life of the policy + 3 years then review	SECURE DISPOSAL

<b>1.3 Admissions Process</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
<b>1.3.2</b>	<b>Applicants admitted to school</b> -application forms, references, assessments, including supplementary information forms and additional information such as religion, medical conditions, SEND, etc.	Yes		This information should be added to the pupil file  25 years from date of birth	
<b>1.3.3</b>	<b>Applicants not admitted to school</b> - application forms, references, assessments, records of decision including any additional information such as religion, medical conditions, SEND, etc.	Yes		7 years from application decision	
<b>1.3.4</b>	Admissions enquiries, open day visits, taster day sessions – no application received	Yes		3 years from initial contact	SECURE DISPOSAL or deletion of data
<b>1.3.5</b>	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	The admission register will be retained permanently.

<b>1.4 Operational Administration</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
<b>1.4.1</b>	Photographs taken for identification purpose  Digital photographs of school events, occasions, trips, visits, etc.	Yes		Retained as part of school record  Retained for up to 10 years and then reviewed. Some photographs will be kept for the school archive. The remaining will be deleted.	Deleted securely from digital storage
<b>1.4.2</b>	Records relating to the creation and distribution of circulars to staff, parents or pupils and newsletter	No		Current year + 3 years	STANDARD DISPOSAL
<b>1.4.3</b>	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
<b>1.4.4</b>	Records relating to the management of PSFA and Old Ewellians	No		Current year + 6 years then REVIEW	SECURE DISPOSAL

## 2 Human Resources

This section deals with all matters of Human Resources management within the School.

2.1 Recruitment					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
2.1.1	All records leading up to the appointment of a new member of staff – <b>unsuccessful candidates</b>	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – <b>successful candidate</b>	Yes		All the information should be added to the staff personal file (see below)	SECURE DISPOSAL
2.1.3	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. Sept 2016 (Statutory Guidance from DfE) Sections 73, 74	DBS certificates are retained for 6 months  A record of checks will be kept permanently.	SECURE DISPOSAL
2.1.4	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Retained in member of staff’s personal file	
2.1.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom <sup>1</sup>	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Retained in member of staff’s personal file	SECURE DISPOSAL

2.2 Operational Staff Management					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
2.2.1	Single Central Register of Employees	Yes		PERMANENT	

<sup>1</sup> Employers are required to take a “clear copy” of the documents which they are shown as part of this process

<b>2.2 Operational Staff Management</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
2.2.2	Staff Personal File (including contracts of employment)	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 7 years <b>Do not dispose of information which may be relevant to historic safeguarding claims.</b>	SECURE DISPOSAL
2.2.3	Timesheets/Signing In Sheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.4	Annual appraisal/ assessment records	Yes		Duration of employment + 7 years	SECURE DISPOSAL
2.2.5	Staff health records			Termination of Employment + 7 years	

<b>2.3 Management of Disciplinary and Grievance Processes</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>2</sup>	Yes	KCSIE Sept 2016; Working together to safeguard children March 2015	PERMANENT. Note allegations that are found to be malicious will be removed from personnel files. If allegation founded, they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
2.3.2	Disciplinary Proceedings - Oral warning - Written Warning – Level 1 - Written Warning – Level 2 - Final Warning	Yes		- Date of warning <sup>3</sup> + 6 months - Date of warning + 6 months - Date of warning + 12 months - Date of warning + 18 months	SECURE DISPOSAL

<sup>2</sup> It is recommended that all records relating to child abuse are retained until the Independent Inquiry on Child Sexual Abuse is completed. This should be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

<sup>3</sup> Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice



<b>2.3 Management of Disciplinary and Grievance Processes</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
	- Case not found			- If the incident is child protection related then see above. Otherwise dispose of at the conclusion of the case.	

<b>2.4 Health and Safety</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
2.4.1	Health and Safety Risk Assessments	No		7 years from completion of relevant project, incident, event or activity.	SECURE DISPOSAL
2.4.2	Records relating to accident / injury / incident	Yes		Current year + 3 years	SECURE DISPOSAL
2.4.3	Accident / Incident Reporting  Adults Children	Yes Yes	Social Security (Claims & Payments) Regulations 1979 Reg. 25. Social Security Administration Act 1992 S. 8 Limitation Act 1980	Date of the incident + 6 years DOB of the child + 25 years (unless safeguarding incident)	SECURE DISPOSAL  SECURE DISPOSAL SECURE DISPOSAL

<b>2.5 Payroll and Pensions</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
2.5.1	Payroll and salary	Yes		Current year + 6 years	
2.5.2	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL

<b>2.5 Payroll and Pensions</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
<b>2.5.3</b>	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years or permanent, depending on nature of scheme	SECURE DISPOSAL

### 3 Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

<b>3.1 Risk Management and Insurance</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
	Correspondence related to claims/renewals/notifications			Minimum 7 years	SECURE DISPOSAL

<b>3.2 Accounts and Statements including Budget Management</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
3.2.1	Pupil Bursary applications/ Scholarships	Yes		Leaving date + 3 years	SECURE DISPOSAL
3.2.2	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
3.2.3	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
3.2.4	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL

<b>3.3 Contract Management</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
3.3.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.3.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL

<b>3.3 Contract Management</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
3.3.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL

<b>3.4 Intellectual Property Records</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
	IP/IT agreements (including software licences and ancillary agreements, e.g. maintenance, storage, development, coexistence agreements, consents)	No		Minimum 7 years from completion of contractual obligation concerned or term of agreement	SECURE DISPOSAL

<b>3.5 School Meals Management</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
	School Meals Registers	No		Current year + 3 years	SECURE DISPOSAL

## 4 Property Management

This section covers the management of buildings and property.

<b>4.1 Property Management</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
4.1.1	Records relating to the letting of school premises	Records will contain names and contact information of hirers		Current financial year + 6 years	SECURE DISPOSAL

  

<b>4.2 Maintenance</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL

## 5 Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.

<b>5.1 Pupil's Educational Record</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
5.1.1	Pupil's Educational Record (paper file)	Yes	The Education (Pupil Information) (England) Regulations 2005	Date of Birth of the pupil + 25 years (unless record is transferred to pupil's new school - any material which may be relevant to potential claims will be kept for the lifetime of the pupil)	SECURE DISPOSAL
5.1.2	Pupil Reports	Yes		Date of Birth of the pupil + 25 years	SECURE DISPOSAL
5.1.3	Examination Results/UCAS Application Information	Yes		This information forms part of the pupil file	
5.1.4	Child Protection files	Yes	KCSIE Sept 2016 Working together to safeguard children March 2015	Indefinitely.	

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

<b>5.2 Attendance</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	This information forms part of the pupil file	SECURE DISPOSAL
5.2.2	Correspondence relating to authorised absence	Yes	Education Act 1996 Section 7	This information forms part of the pupil file	SECURE DISPOSAL

<b>5.3 Special Educational Needs</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years and then REVIEW	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.2	Statement/ EHCP maintained under Part 4 of the Education Act 1996 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of Birth of the pupil + 25 years and then REVIEW	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of Birth of the pupil + 25 years and then REVIEW	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of Birth of the pupil + 25 years and then REVIEW	SECURE DISPOSAL unless the document is subject to a legal hold

<b>5.4 Safeguarding</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
5.4.1	Policies and procedures	No		Permanent	
5.4.2	Incident Reporting	Yes		Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Files to reviewed from time to time by suitably qualified person.	

<b>5.5 School Counsellor</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
	Counsellor's notes	Yes		6 months after counselling finishes	SECURE DISPOSAL

## 6 Curriculum Management

6.1 Statistics and Management Information					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
6.1.1	SATS records Results and Exam Papers	Yes		The SATS results should be recorded on the pupil's educational file and therefore retained until pupil reaches 25 years. School may wish to keep a composite record of all the whole year SATs results - kept for current year + 6 years. . The exam papers kept until any appeals/validation process is complete	SECURE DISPOSAL
6.1.2	Value Added and Contextual Data	Yes		Current year + 10 years	SECURE DISPOSAL
6.1.3	Non-anonymised Tracking Sheets, exams analysis, detentions, reward and conduct, targets, etc. including teacher/department tracking			Current year + 10 years	

6.2 Implementation of Curriculum					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
6.2.1	Mark Books	No		Current year + 1 year	
6.2.2	Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year. If not then current year + 1 year	SECURE DISPOSAL



**6.2 Implementation of Curriculum**

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
6.2.3	EYFS Profiles	Yes		Paper copy of Profile added to Pupil Record. Digital information retained until Profile complete and paper copy added to Pupil Record THEN current year plus one year maximum	DELETION
6.2.8	Video evidence (such as PE/drama) for curriculum and exams  Videos for record purposes, e.g. drama performances.			If not retained for academic purposes (with pupil's permission) then current year + 1 year  If not retained for academic purposes (with pupil's permission) then current year + 1 year	DELETION OR SECURE DISPOSAL

## 7 Extra-Curricular Activities

7.1 Educational Visits outside the Classroom					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Preparatory School	No	Outdoor Education Advisers’ Panel National Guidance website specifically Section 3 - “Legal Framework and Employer Systems” and Section 4 - “Good Practice”.	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers’ Panel National Guidance website specifically Section 3 - “Legal Framework and Employer Systems” and Section 4 - “Good Practice”.	Date of visit + 10 years	SECURE DISPOSAL
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is, low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period.
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of pupil(s) involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL

## 8 Central Government, Local Authority and Inspection

This section covers records created in the course of interaction between the school and the local authority.

<b>8.1 Local Authority</b>					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
8.1.1	Children Missing Education – record of information sent to Surrey County Council	Yes	Children missing education - Statutory guidance for local authorities - Sept 2016	Return date + 1 year	SECURE DISPOSAL