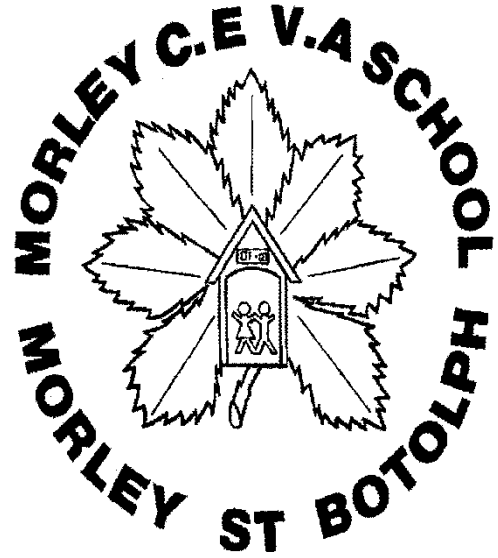


Tacolneston & Morley CE VA Primary Schools Federation



Work together, learn together, grow together...

Data Retention Policy

All policies at Tacolneston & Morley CE VA Primary Schools Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

Agreed: Autumn 2020

Head Teacher:

Governor:

Review: Autumn 2021

Data Retention Policy

The Federation 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;
- 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 Federation's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the Federation 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 Federation may also vary any parts of this procedure, including any time limits, as appropriate in any case.

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 General Data Protection Regulation (GDPR) and the Freedom of Information Act 2000.

Data will be stored and processed to allow for the efficient operation of the Federation. The Federation's Data Protection Policy outlines its duties and obligations under the 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 Federation will adhere to the standard retention times listed within that schedule.

Paper records will be regularly monitored by the School Office Manager.

Electronic records will be regularly monitored by the School Office Manager.

The schedule is a relatively lengthy document listing the many types of records used by the Federation 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 where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

The Federation 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 at least: -

- File title/description;
- Number of files; and
- Name of the authorising officer.

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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 Office 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.

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.

Responsibility And Monitoring

The Executive Headteacher has primary and day-to-day responsibility for implementing this Policy. The Data Protection Officer, in conjunction with the Federation 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.

COVID-19

Data collected for the purposes of public health (including visitor contact data for COVID-19) will be kept as long as required. Contact data for visitors will be kept for 21 days after the most recent visit, with information on visitors kept as per standard retention requirements. Public Health data may be shared with third-parties as required including, but not limited to:

- National Health Service (including NHS Test and Trace)
- Public Health England
- Other local health authorities

Data collected and processed for public health purposes is done so under GDPR [Article 9\(2\)\(i\)](#) which states: (in part) "processing is necessary for reasons of [public interest](#) in the area of public health, such as protecting against serious cross-border threats to health..." and [Recital 54](#) which includes: "The processing of special categories of personal data may be necessary for reasons of public interest in the areas of public health without consent of the data subject."

Collection and processing of visitor data will be documented in the privacy notices and in a statement available to visitors at the time of data collection to include the following information:

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"We collect the following visitor information for the purposes of security, safety and public health:

- Name
- Organisation
- Date and time of visit
- [Car registration]
- Contact details

These are kept for six years in case of any claims by students, staff or visitors under the Limitations Act (1980).

Contact details will be deleted after 21 days.

Should a positive test for COVID-19 be identified, relevant visitor data will be shared with the required public health authorities. [Ensure you sign and display a COVID Secure Notice confirming you have an active risk assessment for visitors]

For further details, please see the Data Protection Policy, or contact the Data Protection Officer"

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Retention Guidelines

Pupil		
Description	Retention Period	Disposal
Absence correspondence	Date of Absence + 2 years	Secure Disposal
Admission Registers	Date of last entry + 6 Years - Archive	Archive
Admissions (if appeal unsuccessful)	Resolution of case + 1 year	Secure Disposal
Admissions (Successful)	Admission + 1 year	Secure Disposal
Attendance Registers	Date of Register + 3 years	Secure Disposal
Child Protection Files	DOB + 25 years	Secure Disposal
Dinner Registers	Current Year + 3 years	Secure Disposal
Permission slip for trip (with major incident)	DOB of Pupil involved + 25 years	Secure Disposal
Permission slips for trips (no major incident)	Conclusion of the trip	Secure Disposal
Pupil files	Whilst child at school	
Pupils work	Current year + 1 year	Secure Disposal
Records created in course of contact with pupil	Current Year + 3 years	Secure Disposal
SATS results	Year of Exam + 6 years	Secure Disposal
School Meals Summary Sheet	Current Year + 3 years	Secure Disposal
SEN / IEP	DOB + 25 years	Secure Disposal
Statement of Educational Needs	DOB + 30 years	Secure Disposal

Staff		
Description	Retention Period	Disposal
Annual appraisals / assessment records	Current Year + 5 years	Secure Disposal
Interview notes and recruitment records	Date of Interview + 6 months	Secure Disposal
Maternity Pay Records	Current Year + 3 Years	Secure Disposal
Pre-employment vetting information including DBS	Date of check + 6 months	Secure Disposal
Proof of Identity (DBS)	Keep on personnel file	
Sick Pay	Current Year + 6 years	Secure Disposal
Staff Files	Termination + 7 Years	Secure Disposal
Warnings - Final	Date of Warning + 18 months	Secure Disposal
Warnings - Oral	Date of Warning + 6 months	Secure Disposal
Warnings - Written Level 1	Date of Warning + 6 months	Secure Disposal
Warnings - Written Level 2	Date of Warning + 12 months	Secure Disposal

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Admin		
Description	Retention Period	Disposal
Attendance Returns	Current Year + 2 years	Secure Disposal
Census Returns	Current Year + 6 years	Secure Disposal
Circulars to Staff / Pupils / Parents	Current Year + 1 year	Secure Disposal
Inventories of equipment and Furniture	Current Year + 6 years	Secure Disposal
Newsletters	Current Year + 1 year	Review
PTA	Current Year + 6 years	Review
Records created to obtain approval for trip outside of classroom	Date of visit + 14 years	
School brochure / prospectus	Current Year + 3 years	
Secondary Transfer Sheets	Current Year + 2 years	Secure Disposal
Visitor Book	Current Year + 2 Year	Review

Finance		
Description	Retention Period	Disposal
Annual Accounts	Current Year + 6 years	Secure Disposal
Annual Budget and Background Papers	Current Year + 6 years	Secure Disposal
Budget Reports	Current Year + 3 years	Secure Disposal
Contracts	Between 6 - 12 years - See guidelines	Secure Disposal
Copy orders	Current Year + 2 years	Secure Disposal
Debtors records	Current Year + 6 years	Secure Disposal
Delivery Documentation	Current Year + 6 years	Secure Disposal
Free School Meal Registers	Current Year + 6 years	Secure Disposal
Invoices etc	Current Year + 6 years	Secure Disposal
Order Books	Current Year + 6 years	Secure Disposal
School Fund - All records	Current Year + 6 years	Secure Disposal
Petty Cash Books	Current Year + 6 years	Secure Disposal
Student grant applications	Current Year + 3 years	Secure Disposal

Health and Safety		
Description	Retention Period	Disposal
Accessibility Plans	Current Year + 6 years	Secure Disposal
Contractors Reports	Current Year + 6 years	
Incident Reports	Current Year + 20 years	Secure Disposal
Process of Monitoring areas of Asbestos	Last action + 40 years	Secure Disposal
Pupil Accident	DOB + 25 years	Secure Disposal
Records relating to Accident / Injury at work	Date of incident + 12 years	Secure Disposal
Risk Assessments	Current Year + 3 years	Secure Disposal

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Management		
Description	Retention Period	Disposal
Correspondence created by HT /SLT/Admin	Date of Corresepondence + 3 Years	Secure Disposal
Minutes of SLT / Admin Meetings	Date of Meeting + 5 years	
OFSTED Reports	Replace with new report	
Professional Development Plans	Closure + 6 years	Secure Disposal
Reports made by HT or SLT	Date of Report + 3 years	
School Development Plans	Closure + 6 years	Review