



## **DATA RETENTION POLICY**

***Our Ambition: To be the highest performing MAT in the country***  
***Our Mission: To improve the communities we serve for the better***

Date for Review	March 2024
Approving Body	Strategic Development Committee
Signed Chair of Trustees	

***Vision:***

*Challenging educational orthodoxies so that every child makes good progress in core subjects;*  
*all teachers are committed to personal improvement and fulfil their responsibilities;*  
*all children receive a broad and balanced curriculum;*  
*all academies strive to be outstanding.*

## **Aims**

At 'Insert Academy Name' we aim to maintain a caring, supportive and disciplined learning environment where children benefit from the best possible education. All staff are committed to this aim. We would like to know if you think we are not meeting your expectations, so that we have an opportunity to respond. We would also like to know your opinion on the things we do well.

## **Racial Equality & Equal Opportunities**

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. 'Insert Academy Name' is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment and or prejudice related to the protected characteristics and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, religion, belief, disability or ability. 'Insert Academy Name' is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment and or prejudice related to the protected characteristics and to achieve their full potential. Policies are available on each of these that expand on this further.

The academy 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 academy's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the academy 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 academy 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 academy. The academy'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 academy will adhere to the standard retention times listed within that schedule.

- Paper records will be regularly monitored by the Office Manager
- Electronic records will be regularly monitored by the Office Manager
- The schedule is a relatively lengthy document listing the many types of records used by the academy 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 a potential litigation, complaints or grievances. All paper records containing personal information, or sensitive policy information should be shredded before disposal. All electronic information will be deleted.

### **Archiving**

Where records have been identified as being worth of preservation over the longer term, arrangements should be made to transfer the records to the archives.

### **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 Principal has primary and day-to-day responsibility for implementing this policy. The Data Protection Officer, in conjunction with the academy 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.

## Retention Schedule

FILE DESCRIPTION	RETENTION PERIOD
Employment Records – Permanent and Temporary staff	
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.
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	2 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 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 6 months
Change of personal details notifications	No longer than 6 months after receiving this notification
Emergency contact details	Paper copies are destroyed on termination Electronic kept securely indefinitely
Personnel & training records	While employment continues and up to six years after employment ceases
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards
Disciplinary and training records	6 years after employment ceases
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 persons normal retirement age (whichever is longer). This should be kept under review Malicious allegations should be removed.

<b>FILE DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>Financial &amp; Payroll Records</b>	
Pension Records	12 years
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place
Payroll and Wage records	6 years after end of tax year they relate to
Maternity/Adoption/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
Current bank details	6 years after employment ceases
<b>Agreements and Administration Paperwork</b>	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade Union agreements	10 years after ceasing to be effective
School Development Plans	3 years from the life of the plan
Professional Development Plans	6 years from the life of the plan
Visitors book and signing in sheets	6 years
Newsletters and circulars to staff, parents and pupils	2 years
<b>Health and Safety Records</b>	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	2 years from the life of the Risk assessment
Any reportable accident, death or injury in connection with work	For at least 12 years from the date the report was made
Fire precaution log books	6 years
Record of tests and examinations of control systems and protection equipment under COSHH	5 years from the date on which the record was made

<b>FILE DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>Pupil Records</b>	
Admissions records	2 years from the date of admission
Admissions register/Roll Book	Kept indefinitely
School Meals registers	3 years + current year
Pupils Record Card (including SEN information)	Records transferred to new school (county if home schooled) when pupil leaves. If the child does not move to another educational setting (eg traveller) then the records will be retained until the child turns 25
Attendance Registers	Indefinitely for paper copies & electronic version
Child Protection Records	These will be passed to the new school (separately from the main pupil records) when the child leaves the school. The school will ensure safe transit and obtain confirmation of receipt.
<b>Trustees</b>	
Board of meetings, decisions, minutes, and AGM's	10 years from the date of the meeting
Procedures for conduct of meeting	Date procedures superseded + 6 years
Records relating to the management of general members' meeting	Minutes must be kept at least 10 years from the date of the meetings
Agenda for meetings	One copy retained with master of minutes
Principal set (signed)	Life of Academy
Inspection copies	Date of meeting + 3 years
Reports presented to the Trustees	Minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the Academy
Meeting papers relating to the annual parents' meeting held under Section 33 of the Education Act 2002	Date of meeting + a minimum of 6 years
Trusts and Endowments managed by the Trustees	Permanent
Records relating to complaints dealt with by the Trustees	Date of resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes

Annual reports created under the requirements of the Education (Governor's Annual Reports)	Date of report + 10 years
Register of directors, interests, residential addresses, gifts, hospitality, and entertainment	Life of Academy + 6 years
Registers of members, secretaries, trustees and declaration of interests	Life of Academy + 6 years