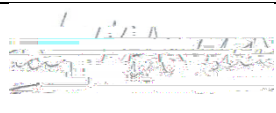




## Information and Records Retention Policy

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Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2024
Renewal:	2 Years
Review Date:	1 September 2026







	Record	Retention period	Action at the end of the retention period	Retention period required by law?
1	Pupils			
1.1	Admission registers (MIS)	<p>Registers are kept in line with pupil record retention periods below. This is outlined by our MIS provider.</p> <p>(a) It is 6 years after the pupil leaving date from the school.</p> <p>(b) It is on or after the 24th birthday of the child.</p> <p>(c) If relating to more than one child, it is on or after the 24th birthday of the youngest child.</p>	Shred or delete copies and back-ups	Yes

1.2 Attendance registers  
(pap46.344 reW\*ñBT1









	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		marks & results until the child leaves school or in the event of contention follow guidance as 2.1 above.		
2.3	Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 24 years; or Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident		









	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Records and documents relating to membership of and contributions to the Group Stakeholders Pension	Indefinitely	Review whether further retention is necessary. Decisions in relation to the Group Stakeholders Pension may have ramifications beyond six years, and may be queried at any time by members and the Stakeholders' Pension Scheme	
5.4	Employment references received and references provided	For a period longer than six years	Keep for so long as a reference may be required in future - potentially up until the employee's normal retirement age  Consider whether any recent reference requests for the relevant individual  If none, SHRED/DELETE	No
5.5	Employment reference where an individual's employment ended for a safeguarding reason or where safeguarding was outstanding at the time of termination	At least until the person has reached normal retirement age or for a period of ten years from the date of the allegation if that is longer	Consider whether any recent reference requests for the relevant individual or new concerns raised by social services or other agencies  If none, SHRED/DELETE	Yes
5.6	Working time opt-out forms	Two years from the date on which they were entered into	SHRED/DELETE	Yes





	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	where those include payroll records. U certificates showing the expected week of confinement			
5.11	Sickness records required for the purposes of Statutory Sick Pay (SSP)	During employment and for a period of three years after employment has ended	SHRED/DELETE	Yes
5.12	Records in relation to hours worked and payments made to workers	For a period of six years beginning with the last day of the following month to which the records relate	SHRED/DELETE	Yes
5.13	Consents for the processing of personal data and sensitive personal data (known as special category personal data under the GDPR)	For as long as the data is being processed and up to six years afterwards  For consent to be valid it must be "freely given". The School will be very careful before asking employees to consent to their data being used in a particular way, as they recognise the balance in the employee relationship.384 172.82 140		



	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.14	Disclosure and Barring Service (DBS) checks and disclosures of criminal record forms	majority of cases it is not necessary to obtain the employee's consent before using their personal data. E.g. in setting up payroll.  Dispose of securely after the recruitment process unless assessed as relevant to ongoing employment relationship. Once the conviction is spent, should be deleted unless it is		









	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		In other cases at least five years from the date of the last entry		
6.7	Records of examinations, tests and repairs carried out in respect of exhaust or respiratory protective equipment under the Control of Asbestos Regulations 2012 (CAR)	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED/DELETE	Yes

6.8



	Record	Retention period	Action at the end of the retention period	Retention period required by law?
7.1	Accident reports including first aid / accident book	DOB of the pupil involved in the incident + 21 years; or Three years from the date of an incident which may become		





	Record	Retention period	Action at the end of the retention period	Retention period required by law?
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	Record	Retention period	Action at the end of the retention period	Retention period required by law?
11	<b>Alumni records</b>			
11.1	Alumni should be treated as employees for the purposes of health and safety records.	As set out in section 6 above	As set out in section 6 above	No
11.2	General alumni correspondence, membership forms etc	Six years after the last time the individual contacted the School  This is subject to any longer retention period set out above. For example, records relating to a reportable disease should be kept indefinitely.	SHRED/DELETE	No
12	<b>Material kept for archiving purposes in the public interest or for historical research purposes or statistical purposes</b>			
12.1	Records which do not contain personal data, for example, old photographs of School buildings, title deeds etc	Can be kept indefinitely	N/A	No
12.2	Records relating to a number of pupils, or the School generally, such as old class	Can be kept indefinitely	N/A	No



	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	photographs, lists of pupils attending the School in any given year, School prospectuses, newspaper cuttings etc			

12.3 Records concerning specific pupils kept for a valid reason.



	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		for holding the data in the first place.		
13	CCTV, videos and photographs			
13.1	CCTV footage	90 days	<p>DELETE</p> <p>Review for further retention if the recording may be required for any reason such as in relation to an incident or accident involving any person.</p> <p>CCTV footage may also be needed in relation to parental complaints, disciplinary matters, pupil exclusions, bullying incidents or health and safety matters.</p> <p>If a subject access request has been made for the footage, it must be retained.</p>	No
13.2	Photographs of pupils for internal administration purposes e.g. to identify the pupil or photographs used on security passes	These photographs should be retained for as long as they are required for the purpose for which they were taken.	<p>SHRED/DELETE</p> <p>Review for further retention in the case of relevance to contentious disputes.</p>	No



