Cranham
Church of England (VA)
Primary School

Courage - Compassion - Community

# Data Retention Policy

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| Title | Data Retention Policy |
| Status | APPROVED |
| Date | 16.07.24 |
| Adopted on | 16.07.24 |
| Chair of governing body | Nicki Clapton |
| Headteacher | Sarah Scott |
| Review date | JULY 27 |

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The School 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; and

• 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.

**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 School. The School'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 School will adhere to the standard retention times listed within that schedule.

Paper records will be regularly monitored by the Headteacher and the Business Manager.

Electronic records will be regularly monitored by the Headteacher and the Business Manager.

The schedule is a 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.

**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. All electronic information will be deleted.

The School follow the GCC Retention Schedule (attached) for the destruction of all information. Records are checked at the end of each academic year and destroyed when necessary.

**RECORD KEEPING OF SAFEGUARDING**

Any allegations made that are found to be malicious are not part of the personnel records. For any other allegations made, the School keeps 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.

**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. The school follow the GCC Retention Schedule with regard to archiving records. The archiving of information not listed is decided by the school Governing Body.

**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.

**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 shifts onto the next school. We may delay destruction of other information for a further period where there are special factors such as potential litigation.

**RESPONSIBILITY AND MONITORING**

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

**EMAILS**

Email accounts are not a case management tool in itself. 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. The school recommend the Retention Schedule for paper documents also be applied to the retention of emails.

**PUPIL RECORDS**

All Schools are under a duty to maintain a pupil record for each pupil. If a child changes schools, the responsibility for maintaining the pupil record 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.

## RETENTION SCHEDULE

| FILE DESCRIPTION | RETENTION PERIOD |
|---|---|
| **Employment records** | |
| Job applications and interview records of unsuccessful candidates | Six months after notifying unsuccessful candidates |
| 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 | 2 years after employment ceases |
| DBS checks and disclosures of criminal record 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 (eg 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 notification |
| Emergency contact details | Destroyed on termination of employment |
| 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 person's normal retirement age (whichever is longer). This should be kept under review.<br><br>Malicious allegations should be reviewed. |
| **Financial and payroll records** | |
| Accounting records | 6 years from the end of financial year in which they took place |
| Administrative files (routine) | 5 years after end of administrative use |
| Payroll and wage records | 6 years after end of tax year they relate to |
| Maternity/Paternity/Adoption Leave records | 3 years after end of tax year they relate to |

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| Statutory Sick Pay | 3 years after the end of the tax year they relate to |
| Current bank details | No longer than necessary |
| **Health and safety records** | |
| Health and Safety Consultations | Permanently |
| Health and Safety Risk assessments | 3 years from the life of the risk assessment |
| Any reportable accident, death or injury connected with work | Adults – 12 years + from the date the report was made |
| Accident Reporting | Adults – 12 years from the date of the incident<br><br>Children – when the child attains 25 years of age |
| **Administration Paperwork** | |
| School Development Plans | 3 years from the life of the plan |
| Visitor Books and signing in sheets | 2 years |
| Newsletters | 1 year (the school may decide to archive 1 copy) |
| **Temporary and Casual workers** | |
| Records relating to hours worked ad payments made to workers | 3 years |
| **Pupil Records** | |
| Admission Records | 1 year from the date of admission |
| Admission Register | 3 years from the date of entry |
| School Meals Register | 3 years |
| Free School Meals Register | 6 years |
| Pupil Record | Current years + 6 years individual files are kept whilst the child remains at Cranham after which the file is transferred to the next school |
| Attendance Registers | 3 years from the date of entry |
| SEND files & reviews, this includes any statement and all advice and information shared regarding educational needs | Until the child turns 25 |