



# Data Retention Policy

Ottery St Mary Primary School



<b>Policy Owner:</b>	Graham Harvey	School Business Manager
<b>Approved by:</b>	Resources	<b>Date:</b> 25 <sup>th</sup> May 2021
<b>Last reviewed on:</b>	16th March 2023	
<b>Next review due by:</b>	May 2025	

## Data / Records Retention Schedule – Based on Information and Records Management Society Guidelines

\* Secure Disposal – either cross shredded or collection by a Licensed Waste Disposal Contractor unless otherwise stated

### 1.0 Governing Board Documentation

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Meeting Agendas	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.		Permanent One copy should be retained with the master set of documentation – Electronic or Paper	Secure Disposal
Meeting Minutes	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.		Permanent for Principle Set Inspection Copies – Date of Meeting + 3 Years	Secure Disposal
Reports presented to Governors	There may be data protection issues if the report deals 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
Instruments of Government including Articles of Association	No		Permanent	These should be retained whilst the school is open.
Governors Action Plan	No		Date of Action Plan + 3 Years	Secure Disposal
Policy Documents	No		Life of Policy + 3 Years	Secure Disposal
Records of Complaints dealt with by the Governors	Yes		Date of Resolution of Complaint + 6 Years	Retain in school for the first 6 years. Review for further retention in the case of contentious disputes.
Annual Reports created under the requirements of the Education Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 S1 2002 No 1171	Date of Report + 10 Years	Secure Disposal

## 2.0 Headteacher and Senior Leadership Team

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Log book of activity in the school maintained by the Headteacher.	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 Years then review	Secure Disposal.
Minutes of senior Leadership Team meetings	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of meeting + 3 Years then review	Secure Disposal
Reports created by the Headteacher or Management team	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of the report + a minimum of 3 Years then review	Secure Disposal
Records created by the Headteacher, Deputy Headteachers or Middle Management Leaders	There may be data protection issues if the log book refers to individual pupils or members of staff		Current academic year + 6 Years then review	These should be retained whilst the school is open.
Correspondence created by the Headteacher, Deputy Headteachers or Middle Management Leaders	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of correspondence + 3 Years then review	Secure Disposal
Professional Development Plans	Yes		Life of the plan + 6 Years	Secure Disposal
School Development Plans	No		Life of the plan + 3 Years	General Disposal.

## 3.0 Admissions

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
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All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities	Life of the policy + 3 Years then review	General Disposal.
Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities	Date of admission + 1 Year	Secure Disposal
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities	Resolution of case + 1 Year	Secure Disposal
Register of Admissions	Yes	School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	Secure Disposal
Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities	Current year + 1 Year	Secure Disposal
Supplementary Information Form including additional information such as religion, medical conditions, etc.	Yes		For Successful Admissions: This information should be added to the pupil file.  For Unsuccessful Admissions: Until appeal process is completed.	Secure Disposal

#### 4.0 General Administration

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Records relating to the creation and publication of the school prospectus	No		Current year + 3 Years	General Disposal.
Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 Year	General Disposal

Newsletters and other items with a short operational use	No		Current year + 1 Year	General Disposal
Visitor' Books and Signing In sheets	Yes		Current year + 6 Years	Secure Disposal
Records relating to the creation and management of Parent Teacher Associations	No		Current year + 6 Years	Secure Disposal

## 5.0 Human Resources - Recruitment

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 Years	Secure Disposal.
All records leading up to the appointment of a new member of staff – Unsuccessful Candidates	Yes		Date of appointment of successful candidate + 6 Months	Secure Disposal
All records leading up to the appointment of a new member of staff – Successful Candidates	Yes		All relevant information should be added to the Staff Personnel File (see below) and all other information retained for 6 Months	Secure Disposal
Pre-employment vetting information – DBS Checks	Yes	DBS Update Service Employers Guide – Keeping Children Safe in Education Statutory Guidance	The school does not have to keep copies of DBS certificate. If the school does so the copy must NOT be retained for more than 6 months	Secure Disposal
Right to Work in the UK	Yes	Home Office – Employer's Guide to Right to Work checks	Where possible these documents should be added to the Staff Personnel File. If they are kept separately then the Home Office requires that the documents are kept for the duration of the employment + not less than 2 Years	Secure Disposal
References/Qualification	Yes		Period of Employment + 2 Years	Secure Disposal

Proofs of Identity collected as part of the process of completing enhanced DBS disclosure	Yes		Where possible the should be checked and a note kept of what has been checked. If it is felt necessary to keep copy documentation then this should be placed in the member of staff's Personnel File	Secure Disposal
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## 5.1 Human Resources – Operational Staff Management

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Staff Personnel File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 Years	Secure Disposal.
Timesheet	Yes		Current year + 6 Years	Secure Disposal
Annual Appraisal / Assessment Records	Yes		Current year + 5 Years	Secure Disposal

## 5.2 Human Resources – Management of Disciplinary and Grievance Procedures

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer, then REVIEW. Allegations that are found to be malicious should be removed from personnel files. Where allegations are found to be true they are to be kept on the file and a copy provided to the person concerned.	Secure Disposal
Disciplinary Proceedings	Yes		Oral Warning – Date + 6 Months Written Warning 1 – Date + 6 Months Written Warning 2 – Date + 12 Months Final Warning – Date + 18 Months	Secure Disposal

## 6.0 Health and Safety

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Health and Safety Policy Statements	No		Life of Policy + 3 Years	General Disposal
Health and Safety Risk Assessments	No		Life of Risk Assessment + 3 Years unless accident or injury occurs	General Disposal
Records relating to accident/injury at school or on a trip	Yes		Date of incident + 12 Years In the case of serious accidents, a further retention period will need to be applied	Secure Disposal
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Adults: Date of incident + 6 Years  Children: DOB of the child + 25 Years	Secure Disposal
Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulation 2002. SI No 2677 Regulation 11	Current year + 40 Years	General Disposal
Process of monitoring areas where employees and persons are likely to have become in contact with asbestos.	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 Years	General Disposal
Fire Precaution Log Books	No		Current Year + 6 Years	General Disposal
Records created by schools to obtain approval to run an Educational Visit outside of the classroom	No	Outdoor Education Advisers' Panel – National Guidance Website – Section 3 "Legal Framework and Employer Systems" Section 4 "Good Practice"	Date of visit + 10 Years	Secure Disposal

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. However, the requirement for them being needed is low	Secure Disposal
Parental consent forms for school trips where there has been an incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil 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

## 7.0 Financial and Asset Management

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Employer's Liability Insurance Certificate	No		Closure of School + 40 Years	General Disposal
Asset Inventory	No		Current year + 6 Years	General Disposal
Reports of Burglary, theft and vandalism	No		Current year + 6 Years	General Disposal
All records relating to the management of contracts under signature / seal	No	Limitation Act 1980	Under Signature: Last payment on the contract + 6 Years Under Seal: Last payment on the contract + 12 Years	General Disposal
Annual Accounts	No		Current year + 6 Years	General Disposal
Loans and Grants managed by the school	No		Date of last payment on the loan + 12 Years	General Disposal
Student financial support applications	Yes		Current year + 3 Years	Secure Disposal
All records relating to the creation and management of budgets including the Annual Budget Statement and background papers	Yes – Staffing Date		Current financial year + 6 Years	Secure Disposal



Invoices, Receipts, Purchase Requisitions, Purchase Orders, Delivery Notes, etc	No	HMRC	Current financial year + 6 Years	Secure Disposal
Records relating to the collection and banking of monies and processing of card payments	No	HMRC	Current financial year + 6 Years	Secure Disposal
Payroll information, with statutory payment details	Yes	HMRC & Statutory Maternity Pay (General) Regulation 1986	Current financial year + 6 Years	Secure Disposal

## 8.0 Property Management

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Title deeds of properties belonging to the school	No		Permanent	N/A
Plans of property belonging to the school	No		These should be retained by the school whilst the building belongs to the school and passed on to any new owners if the building is leased or sold	N/A
Lease of the property – leased by or to the school	No		Expiry of Lease + 6 Years	Secure Disposal
Records relating to the letting of school premises	No		Current financial year + 6 Years	General Disposal
All records relating to the maintenance of the school carried out by contractors or school employees	No		Current year + 6 Years	General Disposal

## 9.0 Pupil Management

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
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Pupil's Education Records	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Limitation Act 1980 (Section 2)	DOB of the pupil + 25 Years	Secure Disposal
Examination Results – Pupil Copies	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
Child Protection information held on pupil file	Yes	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges	If any records relating to child protection issues are placed on the pupil file it should be in a sealed envelope and then retained for the same period of time as the pupil file	Secure Disposal
Child Protection information held in separate files	Yes	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges	DOB of the child + 25 Years then review. This retention period has been agreed with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	Secure Disposal
Attendance Registers	Yes	Departmental advice for Maintained Schools, Academies, Independent Schools and Local Authorities	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made	Secure Disposal
Correspondence relating to authorized absences	Yes	Education Act 1996 Section 7	Current Academic Year + 2 Years	Secure Disposal
Special Educational Needs Files – including reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil + 25 Years  Note: This retention period is the minimum period. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide sufficient education” case. There is an element of risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.	Secure Disposal
Statement maintained under Section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 – Special Educational Needs and Disability Act 2001 (Section 1)	DOB of the pupil + 25 Years  (This would normally be retained on the pupil file)	Secure Disposal

Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 (Section 2)	DOB of the pupil + 25 Years (This would normally be retained on the pupil file)	Secure Disposal
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 (Section 14)	DOB of the pupil + 25 Years (This would normally be retained on the pupil file)	Secure Disposal

## 10.0 Curriculum

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the retention period *
Examination Results (Schools Copy)	Yes		Current year + 3 Years	Secure Disposal
Examination Papers	Yes		Kept until any appeals/validation process is complete	Secure Disposal
Published Admission Number (PAN) Reports	Yes		Current year + 6 Years	Secure Disposal
Value Added and Contextual Data	Yes		Current year + 6 Years	Secure Disposal
Self-Evaluation Forms	Yes - Possibly		Current year + 6 Years	Secure Disposal
Schemes of Work	No		Current year + 1 Year	General Disposal
Timetable	No		Current year + 1 Year	General Disposal
Mark Books	No		Current year + 1 Year	Secure Disposal
Record of Homework set	No		Current year + 1 Year	General Disposal
Pupil's Work	Yes		Current year + 1 Year  Where possible pupil's work should be returned to the pupil at the end of the academic year	Secure Disposal



