

## Data Retention Policy

Ref.	Basic file description	Data Protection Issues	Statutory Provisions or other requirement	Retention Period	Action at the end of the administrative life of the	notes
<b>1 - Trust</b>						
1.1	Board agenda	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.	disclosable under FoI	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL	Trustees MUST NOT retain any Board papers either as hard copy or electronic. Electronic copies available on Moodle
1.2	Reports presented to the Board		disclosable under FoI	PERMANENT		as above
1.3	Draft Board minutes	minutes should contain No personal data or commercially sensitive data and be available for publication	NOT disclosable			
1.4	CHAIRMAN SIGNED Minutes		Companies Act 2006 Charities Act 2011 disclosable under FoI	PERMANENT (at least 10 years)	ARCHIVE	disclosable under FoI
1.5	Board minutes (confidential items) SIGNED	will contain personal data only in extreme circumstances	NOT disclosable	PERMANENT (at least 10 years)	ARCHIVE	for commercially confidential matters
1.6	Committee minutes			PERMANENT		disclosable under FoI
1.7	Remuneration Committee minutes	confidential to committee members except for instructions to Bursar	No minutes or papers to be distributed by email	PERMANENT	members to return copies for disposal by shredding	contain personal data not disclosable under FoI
1.8	Identification of Registered Office	None		PERMANENT		on outside wall by main entrance
1.9	Articles of Association	None	Companies Act 2006 Charities Act 2011	PERMANENT		available on website
1.10	Company Annual Reports	None	submit to Companies House and DfE display on website	PERMANENT	remove from website after 5 years	
1.11	Funding Agreement	None	Charities Act 2011	PERMANENT		
1.12	Trust Policies	None	some policies must be available under FoI	Life of the policy + 3 years	remove from web site	
1.13	Records relating to complaints dealt with by the Trust	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL	
1.14	Members' meetings/Minutes/Resolutions	None	Companies Act 2006 Charities Act 2011	PERMANENT		

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**2 - Head and Senior Leadership Team**

2.1	Log books of activity in the school maintained by the Head	There may be data protection issues if the log book refers to individual students or members of staff		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value	Main items compiled into Head's reports to Board
2.2	Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the log book refers to individual students or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL	Reports of Pastoral and Academic Boards provided to Board
2.3	Reports created by the Head or the Leadership Team	There may be data protection issues if the log book refers to individual students or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	
2.4	Records created by the Head, Deputy Head, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the log book refers to individual students or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL	
2.5	Correspondence created by Head, Deputy Head, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual students or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL	
2.6	School development plans			until revision published	SECURE DISPOSAL	see also staff development

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<b>3 - Admissions</b>						
3.1	Admissions Policy	No	Schools Admissions Code and statutory guidance	publish annually on website		
3.2	Selective entrance test (SET) applications	Yes		remove ALL data by 31 October in year following tests		pass data shared with participating prior to any second stage testing
3.3	SET papers	No	not disclosable under FoI	retain in order to have bank of questions and provide year on year comparisons	decision on retention of all or any papers rests with participating schools	commercially and educationally sensitive
3.4	SET answer sheets	No, applicant identified by code	not disclosable under DPA unless there are examiner's comments			Examiner MUST NOT comment
3.5	Admissions Test papers	No	not disclosable under FoI	retain in order to have bank of questions and provide year on year comparisons	PAPERS NOT TO BE PUBLISHED SECURE DISPOSAL	commercially and educationally sensitive
3.6	Admission tests answer sheets	No, applicant identified by code	not disclosable under DPA unless there are examiner's comments	retain until following 31 October unless judicial review requires retention for longer	SECURE DISPOSAL	Examiner MUST NOT comment
3.7	Admissions Committee papers and minutes	committee only receives anonymised data	disclosable under FoI	as with Board papers		
3.8	Admissions appeal	Yes	School Admissions Code and Statutory guidance for admission authorities	Date of admission + 1 year	SECURE DISPOSAL	Property of independent clerk
3.9	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code and statutory guidance for appeals	Resolution of case + 1 year	SECURE DISPOSAL	Property of independent clerk
3.10	Register of Admissions - normal entry	Yes	Independent Schools Regulations (2014) Education (Pupil Registration) (England) Regulations 2006 (5)	Every entry in the admission register must be preserved for a period of three years after the date of admission	REVIEW Keep Admissions Register permanently in order to answer questions from former students as to dates of attendance. ARCHIVE.	The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.
3.11	Admissions – Casual	Yes	see 3.10	see 3.10		
3.12	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	
3.13	Additional information such as EAL, religion, ethnic origin, medical conditions etc.	Yes		one year from leaving school		aggregated performance data analysed for Board, DfE and Ofsted purposes

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<b>4 - Operational Administration</b>						
4.1	General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL	
4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL	
4.3	Records relating to the creation and distribution of circulars to staff, parents or students	No		Current year + 1 year	STANDARD DISPOSAL	
4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL	
4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL	

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<b>5 - Recruitment of staff</b>						
5.1	All records leading up to the appointment of a new head	yes		Date of appointment + 6 years	SECURE DISPOSAL	no specific provisions for independent schools
5.2	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	
5.3	All records leading up to the appointment of a new member of staff – successful candidate	yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL	
5.4	Pre-employment vetting information – DBS Checks	yes	Independent School Standard Regulations	A copy of the certificate MUST NOT be retained for more than 6 months.	disposal by shredding	If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the Trust must consult the DBS about this and give full consideration to the Data Protection and Human Rights of the individual before so doing.
5.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file		
5.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years		
5.7	Staff personal file	yes	Limitation Act 190	termination of employment + six years	SECURE DISPOSAL	
5.8	Timesheets	yes	Working Time Regulations 1998 as	current year + 6 years	SECURE DISPOSAL	
5.9	Annual appraisal records	yes		current year + 5 years	SECURE DISPOSAL	
5.10	Sick Pay	Yes	Statutory Sick Pay (General) Regulations	Current year + 3 years		
5.10	maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + six years	SECURE DISPOSAL	
5.11	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes			SECURE DISPOSAL	

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<b>6 - Management of Disciplinary and Grievance Processes</b>						
6.1	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 March 2015";  "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	Until the person's Normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW.	SECURE DISPOSAL These records must be shredded	There is a legal duty to refer anyone where the offence is proven, whether they are dismissed or resign, to the DBS.  Allegations that are found to be malicious should be removed from personnel files.
6.2	Disciplinary and Grievance Proceedings	Yes	ACAS Code of Practice			Trust policies comply
6.2.1	Stage 1 - Oral warning	Yes		Date of warning + 12 months	remove from file and shred	A note of the warning will be made and sent to the Bursar and placed on file.
6.2.2	Stage 2 - Written warning	Yes		Date of warning + 12 months	remove from file and shred	A copy of the written warning will be sent to the Bursar but will be disregarded for disciplinary purposes after one year subject to satisfactory conduct and performance.
6.2.3	Stage 3 - Final Written warning	Yes		Date of warning + 12 months	remove from file and shred	A copy of the final written warning will be sent to the Bursar but will be disregarded for disciplinary purposes after one year (in exceptional cases this may be longer) subject to satisfactory conduct and performance.
6.2.4	Record of formal disciplinary hearing resulting in dismissal.	Yes		10 years from date of hearing	shred	retain accurate records for any employment tribunal case
6.3	Case Not found	Yes		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL	ensure no record is retained

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<b>7 - Health and Safety</b>						
7.1	Health and Safety Policy	No	policy required by Health and Safety at Work Act 1974	Life of policy + 3 years	SECURE DISPOSAL	on website
7.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL	
7.3	Records relating to accident/injury at work	yes		Date of incident + 12 years	SECURE DISPOSAL	In the case of serious accidents a further retention period will need to be applied
7.4	Accident Reporting - Adults	yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the incident + 6 years		
7.5	Accident Reporting - Students	yes		DOB of the student + 25 years	SECURE DISPOSAL	
7.6	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had Not been made. Regulation 18 (2)	Current year + 40 years	SECURE DISPOSAL	
7.7	Process of monitoring of 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	SECURE DISPOSAL	
7.8	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL	
7.9	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL	
<b>8 - Insurance Issues</b>						
8.1	Employer's Liability Insurance	No	Employers' Liability (Compulsory Insurance Regulation) 1998	Closure of the school + 40 years	SECURE DISPOSAL	
8.2	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL	
8.3	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL	
8.4	Title deeds of properties belonging to the Trust	No		PERMANENT		RETAINED IN SAFE BOTH PROPERTIES ARE REGISTERED
8.5	Plans of property belonging to the Trust	No		These should be retained whilst the buildings belong to the Trust and should be passed onto any new owners if a building is leased or sold.	dispose of out of date records after three years	
8.6	Leases of property leased by or to the Trust			Expiry of lease + 6 years	SECURE DISPOSAL	
8.7	Records relating to the letting of the premises			Current financial year + 6 years	SECURE DISPOSAL	

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<b>9 - Accounts and Statements including Budget Management</b>						
9.1	Approved Annual Accounts	No	Companies Act 2006 Charities Act 2011	Current year + 6 years	STANDARD DISPOSAL	on website and Companies House
9.2	Tax and accounting records	No	Finance Act 1998 Taxes Management Act 1970	6 years from end of relevant year	STANDARD DISPOSAL	
9.3	VAT records/information	No	Finance Act 1998 HMRC Notice 700/21	6 years from end of relevant year	STANDARD DISPOSAL	
9.4	Loans and grants managed by the Trust	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	
9.5	Student Grant applications - Bursary Fund	Yes		Current year + 5 years	SECURE DISPOSAL	
9.6	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	Companies Act 2006 Charities Act 2011 required for auditor	Current financial year + 6 years	SECURE DISPOSAL	
9.7	Invoices, receipts, order books and requisitions, delivery Notices	No	as 9.6	Current financial year + 6 years	SECURE DISPOSAL	
9.8	Records relating to the collection and banking of monies	No	as 9.6	Current financial year + 6 years	SECURE DISPOSAL	
9.9	Records relating to the identification and collection of debt	No	as 9.6	Current financial year + 6 years	SECURE DISPOSAL	
9.1	Records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
9.11	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
9.12	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL	
9.13	Interlectual Property and legal files re provision of service	No	Limitation Act 1980	Life of service provision or IP plus 6 years	SECURE DISPOSAL	



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<b>10 - Educational Records</b>						
10.1	Student's Educational Record	Yes	Independent Schools Regulations (2014) Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	SECURE DISPOSAL	If a student leaves for a new school the record passes. Difficult to justify retention of any record.
10.2	Annual report of student's progress to parents	Yes	Independent Schools Regulations (2014)			
10.2	Examination Results - Public	Yes		This information should be added to the students' file	All uncollected certificates should be returned to the examination board.	
10.3	Examination Results - Internal	Yes		This information should be added to the student's file		
10.4	Child Protection information held on student file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	If any records relating to child protection issues are placed on the student's file, it should be in a sealed envelope and then retained for the same period of time as the student's file.	See Note (SECURE DISPOSAL – these records MUST be shredded )	RETAIN UNTIL FURTHER RECOMMENDATIONS IICSA-Guidance Note: Retention Instructions and Data Protection requirements
10.5	Child protection information held in separate file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	DOB of the student + 25 years then review. This retention period was agreed in consultation 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	See Note (SECURE DISPOSAL – these records MUST be shredded )	RETAIN UNTIL FURTHER RECOMMENDATIONS IICSA-Guidance Note: Retention Instructions and Data Protection requirements
10.6	Special Educational Needs files, reviews and Individual Health and Care Plans	Yes	Independent Schools Regulations (2014) Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	This retention period is the minimum retention period that any student file should be kept.	
10.7	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	Date of birth of the student + 25 years [ This would Normally be retained on the student file]	SECURE DISPOSAL	see 10.6 above
10.8	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the student + 25 years [ This would Normally be retained on the student file]	SECURE DISPOSAL	see 10.6 above
10.9	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the student + 25 years [ This would Normally be retained on the student file]	SECURE DISPOSAL	see 10.6 above

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<b>11 - Student Statistics and Management Information</b>						
11.1	Curriculum returns	No	Current year + 3 years		SECURE DISPOSAL	
11.2	Examination Results (Schools Copy)	Yes	Current year + 6 years		SECURE DISPOSAL	
11.3	SATS records	Yes	The SATS results should be recorded on the student's educational file and will therefore be retained until the student reaches the age of 25 years.		SECURE DISPOSAL	Keep for current year + 6 years to allow suitable comparison
11.4	SATs Examination Papers		The examination papers should be kept until any appeals/validation process is complete		SECURE DISPOSAL	
11.5	Value Added and Contextual Data	Yes	Current year + 6 years		SECURE DISPOSAL	Used for annual report to Board on academic performance
11.6	Attendance	Yes	Independent Schools Regulations (2014) Education (Pupil Registration) (England) Regulations 2006.	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL	"School attendance" DfE Guidance November 2016
11.7	Self Evaluation Forms	Yes	Current year + 6 years		SECURE DISPOSAL	

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<b>12 - Extra Curricular Activity</b>						
12.1	Approval to run an Educational Visit /Trip	No	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically: Section 3 - "Legal Framework and Employer Systems" Section 4 - "Good Practice".	Date of visit + 10 years	SECURE DISPOSAL	"School employers should always take a common-sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork". (DfE's advice on health and safety for Schools updated February 2014)
12.2	Risk analysis for visit/trip	No	Required by Trust prior to approval		for 12.3 dispose for 12.4 retain with consent file	
12.3	Parental consent forms for school visit/trip where No major incident occurs	Yes		Conclusion of the trip		Although the consent forms could be retained for DOB + 25 years, the requirement for them being needed is low and most schools do Not have the storage capacity to retain every single consent form issued by the school for this period of time
12.4	Parental consent forms for school visit/trip where a major incident has occurred	Yes	Limitation Act 1980 (Section 2)	DOB of the student involved in the incident + 25 years.	SECURE DISPOSAL	The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students and that risks had been identified in the risk analysis.
<b>13 - Inspections</b>						
13.1	OFSTED reports and papers	No	Independent Schools Regulations (2014 Schedule Part 6)	Life of the report then REVIEW	SECURE DISPOSAL	publish report on website
13.2	Other inspection reports	No		Life of the report then REVIEW	SECURE DISPOSAL	

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<b>14 - DfE/EFSA and other government departments and agencies</b>						
14.1	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL	
14.2	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL	
14.3	School Census	No		Current year + 5 years	SECURE DISPOSAL	
<b>15 - Complaints Procedure</b>						
15.1	Complaints	yes	Independent Schools Regulations (2014 Schedule Part 7)	Current Year + 3 years	SECURE DISPOSAL	policy on website