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# SAINT NICHOLAS SCHOOL

## DATA RETENTION POLICY

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**Note: This policy applies to all sections of the school including EYFS**

Reviewed ~~Oct 2019~~ ~~May 2017~~

Review Date ~~Oct 2021~~ ~~May 2019~~

The purpose of the retention Policy

The retention policy lays down the length of time which data needs to be retained and the action that should be taken at the end of this period.

Members of staff are expected to adopt this retention policy for both existing data and any new data which are created in the future.

The retention schedule refers to all data, regardless of the media in which they are created and stored.

2. What to do with records once they have reached the end of their administrative life

- 2a Destruction of records - Where data has been identified for destruction, they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal.
- 2b Transfer of records to the Archives - Where data has been selected for retention, arrangements should be made to transfer the records to the Archives.
- 2c Transfer of information to other media - Where lengthy retention periods have been allocated to data, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

## RETENTION PERIODS

Type of Record/Document	Retention Period
<u>SCHOOL-SPECIFIC RECORDS</u>	
Registration documents of School	Permanent (or until closure of the school)
Attendance Register	6 years from last date of entry, then archive.
Minutes of Governors' meetings	6 years from date of meeting
Annual curriculum	From end of year: 3 years (or 1 year for other class records: eg marks / timetables / assignments)
<u>INDIVIDUAL PUPIL RECORDS</u>	
<b><i>NB – this will generally be personal data</i></b>	
Admissions: application forms, assessments, records of decisions	25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision).
Examination results (external or internal)	7 years from pupil leaving school
Pupil file including:	
Pupil reports	ALL: 25 years from date of birth (subject where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil).
Pupil performance records	
Pupil medical records	
Special educational needs records ( <i>to be risk assessed individually</i> )	Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)
<u>SAFEGUARDING</u>	
<b><i>NB – please read notice at the top of this note</i></b>	
Policies and procedures	Keep a permanent record of historic policies
DBS disclosure certificates (if held)	<u>No longer than 6 months</u> from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept.
Accident / Incident reporting	Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available. <sup>2</sup>
Child Protection files	If a referral has been made / social care have been involved or child has been subject of a multi-agency plan – indefinitely.

	If low level concerns, with no multi-agency act – apply applicable school low-level concerns policy rationale (this may be 25 years from date of birth OR indefinitely).
<u>CORPORATE RECORDS (where applicable)</u>	<b>eg where schools have trading arms</b>
Certificates of Incorporation	Permanent (or until dissolution of the company)
Minutes, Notes and Resolutions of Boards or Management Meetings	Minimum – 10 years
Shareholder resolutions	Minimum – 10 years
Register of Members/Shareholders	Permanent (minimum 10 years for ex-members/shareholders)
Annual reports	Minimum – 6 years
<u>ACCOUNTING RECORDS</u>	
Accounting records ( <i>normally taken to mean records which enable a company's accurate financial position to be ascertained &amp; which give a true and fair view of the company's financial state</i> )	Minimum – 6 years for UK charities (and public companies) from the end of the financial year in which the transaction took place
Tax returns	Minimum – 6 years
VAT returns	Minimum – 6 years
Budget and internal financial reports	Minimum – 3 years
<u>CONTRACTS AND AGREEMENTS</u>	
Signed or final/concluded agreements ( <i>plus any signed or final/concluded variations or amendments</i> )	Minimum – 7 years from completion of contractual obligations or term of agreement, whichever is the later
Deeds (or contracts under seal)	Minimum – 13 years from completion of contractual obligation or term of agreement
<u>INTELLECTUAL PROPERTY RECORDS</u>	
Formal documents of title (trade mark or registered design certificates; patent or utility model certificates)	Permanent (in the case of any right which can be permanently extended, eg trade marks); otherwise expiry of right plus minimum of 7 years.
Assignments of intellectual property to or from the school	As above in relation to contracts (7 years) or, where applicable, deeds (13 years).
IP / IT agreements (including software licences and ancillary agreements eg maintenance; storage; development; coexistence agreements; consents)	Minimum – 7 years from completion of contractual obligation concerned or term of agreement
<u>EMPLOYEE / PERSONNEL RECORDS</u>	<b><i>NB this will contain personal data</i></b>
Contracts of employment	7 years from effective date of end of contract
Single Central Record of employees	Keep a permanent record of all mandatory checks that have been undertaken.
Employee appraisals or reviews	Duration of employment plus minimum of 7 years
Staff personnel file	As above, but <u>do not delete any information which may be relevant to historic safeguarding claims.</u>

Payroll, salary, maternity pay records	Minimum – 6 years
Pension or other benefit schedule records	Possibly permanent, depending on nature of scheme
Job application and interview/rejection records (unsuccessful applicants)	Minimum 3 months but no more than 1 year
Immigration records	Minimum – 4 years
Health records relating to employees	7 years from end of contract of employment
<u>INSURANCE RECORDS</u>	
Insurance policies (will vary – private, public, professional indemnity)	Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim.
Correspondence related to claims/renewals/notification <a href="#">re:insurance</a> <a href="#">reinsurance</a>	Minimum – 7 years
<u>ENVIRONMENTAL, HEALTH &amp; DATA</u>	
Maintenance logs	10 years from date of last entry
Accidents to children	25 years from birth (longer for safeguarding)
Accident at work records (staff)	Minimum – 4 years from date of accident, but review case-by-case where possible
Staff use of hazardous substances	Minimum – 7 years from end of date of use
Risk assessments (carried out in respect of above)	7 years from completion of relevant project, incident, event or activity.
Data protection records documenting processing activity, data breaches	No limit: as long as up-to-date and relevant (as long as no personal data held)