

St Matthew's CE Primary School

Data Retention Policy

(including Email Retention)



ST MATTHEW'S
CE PRIMARY SCHOOL

Created by:	P Langridge	Date: November 2021
Approved by:	Full Governing Body	Date: December 2021
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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 UK General Data Protection Regulation (UK 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 UK 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.

The retention schedule refers to all records regardless of the media (e.g., paper, electronic, microfilm, photographic etc) in/on which they are stored. All records will be regularly monitored by the School Business Manager.

DESTRUCTION OF RECORDS

The schedule is a relatively lengthy 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.

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 where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

If destruction has not occurred through an automatic process (such as email deletion), the school maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list at least: -

- File reference (or other unique identifier);
- File title/description;
- Number of files;
- Name of the authorising Officer;
- Date destroyed or deleted from system; and
- Person(s) who undertook destruction.

RECORD KEEPING OF SAFEGUARDING

Any allegations made that are found to be malicious must not be part of the personnel records.

For any other allegations made, the School must keep 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. A database of the records sent to the archives is maintained by the School Business Manager. The appropriate staff member, when archiving documents should record in this list the following information: -

- File reference (or other unique identifier);
- File title/description;
- Number of files; and
- Name of the authorising officer.

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 retain the file for a year following transfer in case any issues arise as a result of the transfer.

We may delay destruction for a further period where there are special factors such as potential litigation.

RESPONSIBILITY AND MONITORING

The School Business Manager 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

Emails 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 will utilise tools within the email provider to automatically delete emails after the email retention period of 3 years. The school will set up rules and labels which refer to the category the information falls under and therefore what retention period this has. This will prevent the deletion of emails that should be kept for longer than 3 years. *Note: Wherever possible, attachments that have a required retention period should be downloaded and filed so the email carrying the document can be deleted within the normal email retention period.*

PUPIL RECORDS

All Schools with the exception of independent 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	EMAIL ACTION
Employment Records		
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained	Download and save applications for required period
Job applications and interview records of successful candidates	6 years after employment ceases	Download and save applications for required period
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases	
Right to work documentation including identification documents	6 years after employment ceases	
Immigration checks	Two years after the termination of employment	
DBS checks and disclosures of criminal records 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 (for example 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 this notification	
Emergency contact details	Destroyed on termination	
Personnel records	While employment continues and up to six years after employment ceases	Ensure key personnel documents are downloaded and are filed in personnel files
Annual leave records	Six years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year	

Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards	
Working Time Regulations: <ul style="list-style-type: none"> • Opt out forms • Records of compliance with WTR 	<ul style="list-style-type: none"> • Two years from the date on which they were entered into • Two years after the relevant period 	
Disciplinary records	6 years after employment ceases	
Training	6 years after employment ceases or length of time required by the professional body	Keep separate training log and download relevant files
Staff training where it relates to safeguarding or other child related training	Date of the training plus 40 years	
Annual appraisal/assessment records	Current year plus 6 years	Download relevant files
Professional Development Plans	6 years from the life of the plan	
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. Malicious allegations should be removed.	Ensure allegations are filed correctly if received by email
Financial and Payroll Records		
Pension records	12 years	
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place	
Payroll and wage records	6 years after end of tax year they relate to	
Maternity/Adoption/Paternity Leave records	3 years after end of tax year they relate to	
Statutory Sick Pay	3 years after the end of the tax year they relate to	
Current bank details	Until updated plus 3 years	
Bonus Sheets	Current year plus 3 years	
Time sheets/clock cards/flexitime	Current year plus 3 years	
Pupil Premium Fund records	Date pupil leaves the provision plus 6 years	

National Insurance (schedule of payments)	Current year plus 6 years	
Insurance	Current year plus 6 years	
Overtime	Current year plus 3 years	
Annual accounts	Current year plus 6 years	
Loans and grants managed by the School	Date of last payment on the loan plus 12 years	
All records relating to the creation and management of budgets	Life of the budget plus 3 years	
Invoices, receipts, order books and requisitions, delivery notices	Current financial year plus 6 years	
Student Grant applications	Current year plus 3 years	
School fund documentation (including but not limited to invoices, cheque books, receipts, bank statements etc).	Current year plus 6 years	
Free school meals registers (where the register is used as a basis for funding)	Current year plus 6 years	
School meal registers and summary sheets	Current year plus 3 years	
Agreements and Administration Paperwork		
Collective workforce agreements and past agreements that could affect present employees	Permanently	
Trade union agreements	10 years after ceasing to be effective	
School Development Plans	3 years from the life of the plan	Ensure master copy retained and filed
Visitors Book and Signing In Sheets	6 years	
Newsletters and circulars to staff, parents and pupils	2 years (and the School may decide to archive one copy)	
Minutes of Senior Management Team meetings	Date of the meeting plus 3 years or as required	Ensure master copy retained and filed
Reports created by the Head Teacher or the Senior Management Team.	Date of the report plus a minimum of 3 years or as required	Ensure master copy retained and filed
Records relating to the creation and publication of the school prospectus	Current academic year plus 3 years	Label: Prospectus
Health and Safety Records		

Health and Safety consultations	Permanently	
Health and Safety Risk Assessments	Life of the risk assessment plus 3 years	
Health and safety Policy Statements	Life of policy plus 3 years	
Any records relating to any reportable death, injury, disease or dangerous occurrence	Date of incident plus 3 years provided that all records relating to the incident are held on personnel file	
Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	Until the child reaches the age of 21.	
Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	'Accident book' should be retained 3 years after last entry in the book	
Fire precaution log books	Current year plus 3 years	
Medical records and details of: - <ul style="list-style-type: none"> • control of lead at work • employees exposed to asbestos dust • records specified by the Control of Substances Hazardous to Health Regulations (COSHH) 	40 years from the date of the last entry made in the record	
Records of tests and examinations of control systems and protection equipment under COSHH	5 years from the date on which the record was made	
Temporary and Casual Workers		
Records relating to hours worked and payments made to workers	3 years	
Governing Body Documents		
Instruments of government	For the life of the School	
Meetings schedule	Current year	
Minutes – principal set (signed)	Generally kept for the life of the organisation	
Agendas – principal copy	Where possible the agenda should be stored with the principal set of the minutes	
Agendas – additional copies	Date of meeting	
Policy documents created and administered by the governing body.	Until replaced.	

Register of attendance at full governing board meetings	Date of last meeting in the book plus 6 years	
Annual reports required by the Department of Education	Date of report plus 10 years	
Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints: current year plus 6 years. If negligence involved: current year plus 15 years. If child protection or safeguarding issues are involved then: current year plus 40 years.	
Correspondence sent and received by the governing body or head teacher	General correspondence should be retained for current year plus 3 years.	Custom rule to retain headteacher correspondence for 3 years
Records relating to the terms of office of serving governors, including evidence of appointment	Date appointment ceases plus 6 years	Label: Governors
Register of business interests	Date appointment ceases plus 6 years	Label: Governors
Records relating to the training required and received by governors	Date appointment ceases plus 6 years	Label: Governors
Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases plus 6 years	Label: Governors
Governor personnel files	Date of appointment plus 6 years	Label: Governors
Pupil Records		
Details of whether admission is successful/unsuccessful	1 year from the date of admission/non-admission	Label: Admissions
Proof of address supplied by parents as part of the admissions process	Current year plus 1 year	Download file and delete email
Admissions register	Entries to be preserved for three years from date of entry	
Pupil Record	Primary – Whilst the child attends the School	Ensure pupil information is downloaded and filed appropriately
Attendance Registers	3 years from the date of entry	
Correspondence relating to any absence (authorised or unauthorised)	Current academic year plus 2 years	Label: Attendance
Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding	Date of birth of the pupil plus 31 years (Education, Health and Care Plan is valid until the individual reaches the age of 25	Download all relevant information and retain on pupil file (Provision Map)

educational needs and accessibility strategy	years – the retention period adds an additional 6 years from the end of the plan).	
Child protection information (to be held in a separate file).	DOB of the child plus 25 years then review Note: These records will be subject to any instruction given by IICSA	Download all relevant information and retain on pupil file (CPOMS)
Exam results (pupil copy)	1 year from the date the results are released.	
Examination results (school's copy)	Current year plus 6 years	
Allegations of sexual abuse	For the time period of an inquiry by the Independent Inquiry into Child Sexual Abuse.	Ensure all allegations are downloaded and filed with case files
Records relating to any allegation of a child protection nature against a member of staff	Until the accused normal retirement age or 10 years from the date of the allegation (whichever is the longer)	Ensure all allegations are downloaded and filed with case files
Consents relating to school activities as part of UK GDPR compliance (for example, consent to be sent circulars or mailings)	Consent will last whilst the pupil attends the school.	
Pupil's work	Where possible, returned to pupil at the end of the academic year. Otherwise, the work should be retained for the current year plus 1 year.	
Mark books	Current year plus 1 year.	
Schemes of work	Current year plus 1 year	
Timetable	Current year plus 1 year	
Class record books	Current year plus 1 year	
Record of homework set	Current year plus 1 year	
Photographs/Videos of pupils	For the time the child is at the School and for two years after. Please note select images/videos may also be kept for longer (for example to illustrate history of the school/school promotion).	Download all images/videos to be retained and file on staff drive.
Parental consent forms for school trips where there has been no major incident	End of the trip or end of the academic year (subject to a risk assessment carried out by the School)	

Parental permission slips for school trips where there has been a major incident	Date of birth of the pupil involved in the incident plus 25 years. Permission slips for all the pupils on the trip should be retained to demonstrate the rules had been followed for all pupils	
Other Records		
Emails	3 years unless they fall under another category	Rule to automatically delete all unlabelled emails after 3 years
CCTV	N/A	
Privacy notices	Until replaced plus 6 years.	
Inventories of furniture and equipment	Current year plus 6 years	
All records relating to the maintenance of the School carried out by contractors or employees of the school	Whilst the building belongs to the school.	
Records relating to the letting of school premises	Current financial year plus 6 years	Label: Lettings
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year plus 6 years then review	Label: PTA
Referral forms	While the referral is current	
Contact data sheets	Current year then review, if contact is no longer active then destroy	