



SIMON BALLE ALL-THROUGH SCHOOL GDPR RETENTION POLICY

First Issue: April 2018

Next Review: April 2020

Committee Responsible: Personnel and/or SPC



**Simon Balle All-through School
Retention Policy**

Information which is subject to GDPR and Freedom of Information legislation will be available when required.

The school is not maintaining and storing information unnecessarily.

The retention periods apply to all formats of records i.e. paper and electronic

These guideline apply to – all students records (Reception to Year 13)

All staff records

Some of the retention periods are governed by statute. Others are guidelines following best practice.

The guidelines will be kept up to date to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for the IOC

Management of the school

Retention periods connected with the general management of the school – Governing Body, SLT admissions and operational administration

Child Protection				
Basic file description	Data protection issues	Statutory provision	Retention period	Action
Child Protection files	Yes	Education Act 2002 s175 related guidance 'Safeguarding Children in Education' Sept 2004	DOB +25 years	Secure disposal
Allegation of a child protection nature against a member of staff including	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education	Until the person's normal retirement age or 10 years from the date of the	Secure disposal

where the allegation is unfounded		Act 2002 guidance 'Dealing with Allegations of Abuse against Teachers and Other Staff	allegation whichever is the longer	
Referral forms & associated paperwork	Yes		While the referral is current	Secure disposal
Governors				
Principle minutes	No		Permanent	Retain in school for 6 years from date of meeting
Inspection copies	No		Date of meeting + 3 years	Secure disposal
Agendas	No		Date of meeting	Secure disposal
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government	No		Permanent	Retain in school whilst school is open
Action plans	No		Date of action plan + 3 years	Secure disposal
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expires policy is part of a past decision making process)
Complaints file	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. Secure disposal
Annual reports required by the DfE	No	Education (Governors' Annual Reports) (England) (Amendments) Regulations 2002.Sin2002 No 1171	Date of report + 10 years	
Proposals for school to become special status/foundation/academy schools	No		Permanent	

Management				
Admissions	Yes		Date of last entry + 6 years	Transfer to archives (SIMS)
Attendance registers	Yes		Date of register +3 years	Secure disposal (backup copies to be destroyed)
Student files - Primary	Yes		Retain for the time which the students remains at primary school	Transfer to the secondary school
Student files - Secondary	Yes	Limitation Act 1980	DOB of student + 25 years	Secure disposal
SEN and IEP files	Yes		DOB of the student + 25 years. NB this is the minimum period that any student file should be kept.	Secure disposal
Correspondence relating to Authorised Absence and issues	No		Date of absence + 2 years	Secure disposal
Exams - public	Yes		Year of exam + 6 years	Secure disposal
Exams - internal	Yes		Year of exam + 6 years	Secure disposal
Any other records created in the course of contact with students	Yes/No		Current years + 3 years	Secure disposal
Statement maintained under the Education Act 1996 – Section 324	Yes	Special Educational Need and Disability Act 2001 Section 1	DOB + 30 years	Secure disposal (unless legal action is pending)
Proposed or amended statement	Yes	As above	DOB + 30 years	Secure disposal (unless legal action pending)
Advice/information to parents regarding educational needs	Yes	As above	Closure +12 years	As above
Accessibility strategy	Yes	As above	Closure + 12 years	As above
Parental permission trips for school trips – where there has been no major incident	Yes		Conclusion of trip	Secure disposal

Parental permission slips for school trip – where there has been a major incident	Yes	Limitation Act 1980	DOB of student involved in the incident + 25 years. The permission slips for all the students on the trip need to be kept to show that the rules had been followed for everyone	Secure disposal
Records created to obtain approval to run a trip - primary	No	3 part supplement to the H&S of Pupils on Educational visits (1998)	Date of visit + 14 years	Dispose
Records created to obtain approval to run a trip - secondary	No	As above	Date of visit + 10 years	Dispose
School Improvement Plans	No		Current year + 6	Secure disposal
Department Improvement Plans	No		Current year + 3	Secure disposal
Timetable	No		Current year + 1	Dispose
Year record books	No		Students leave school + 1 year	Secure disposal
Mark books	No		As above	Secure disposal
Students work	No		Current year + 1 year	Secure disposal
Exam results	Yes		Current year + 6 years	Secure disposal
SATS records – exam papers and results	Yes		Current year + 6 years	Secure disposal
Value added, Progress 8 & Contextual Data	Yes		Current year + 6 years	Secure disposal
SEF	Yes		Current year + 6 years	Secure disposal
Personnel records				
Timesheets, sick pay	Yes	Financial regulations	Current year + 6 years	Secure disposal
Staff personal files	Yes		Termination + 7 years	Secure disposal
Interview notes & recruitment records	Yes		Date of interview + 6 months	Secure disposal

Pre-employment vetting information (including DBS checks)	Yes	DBS guidelines	Date of check +6 months	Secure disposal by the designated member of staff
Disciplinary proceedings	Yes	Where the warning relates to a student see section 1 and contact the DSP		
Oral warning			Date of warning + 6 months	Secure disposal
Written warning level 1			As above	Secure disposal
Written warning level 2			Date of warning + 12 months	Secure disposal
Final warning			Date of warning + 18 months	Secure disposal
Case not found			If child protection see section 1 otherwise secure disposal immediately after the conclusion of the case	Secure disposal
Records relating to accident/injury at work	yes		Date of incident + 12 years. In the case of serious accident a further retention period will need to be applied	Secure disposal
Annual appraisals/mid-term reviews	No		Current year + 5 years	Secure disposal
Salary information	Yes		Last date of employment + 85 years	Secure disposal
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960) revised 1999 (SI1999/567)	Current year + 3 years	Secure disposal
Proof of identity collected as part of the process of checking portable enhanced DBS checks	Yes	Single Central Register requirements	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 it should be placed in the staff member's personal file.	

Workforce census		Compulsory		
Health and Safety				
Accessibility Plans		Disability Discrimination Act (DDA)	Current year + 6 years	Secure disposal
Accident reporting - adults	Yes		Date of incident + 7 years	Secure disposal
Accident reporting – students	Yes		DOB of child + 25 years	Secure disposal
Incident reports	Yes		Current year + 20 years	Secure disposal
Policy statements			Date of expiry + 1 year	Secure disposal
Risk assessments	Yes		Current year + 3 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	Secure disposal
Fire precaution log books			Current year + 6 years	Secure disposal
Administrative				
Employer's Liability certificate			Closure of the school + 40 years	Secure disposal
Inventories of equipment and furniture			Current year + 6 years	Secure disposal
School promotional e.g. brochure, prospectus etc.			Current year + 3 years	
Newsletters & information to staff/students/parents			Current year + 1 year	Secure disposal
Visitors book			Current date + 1 year	
PSA			Current year + 6 years	

Finance				
Annual accounts		Financial Regulations (The Financial Handbook - ESFA) Applicable to whole finance section	Current year + 6 years	
Loans and grants			Last date of payment + 12 years	Secure disposal
Contracts – under seal			Contract completion date + 12 years	Secure disposal
- under signature			Contract completion + 6 years	Secure disposal
- monitoring records			Current year + 2 years	Secure disposal
Copy of orders			Current year + 2 years	Secure disposal
Budget reports, monitoring etc.			Current year + 3 years	Secure disposal
Invoices, receipts and other records covered by the Financial Regulations			Current year + 6 years	Secure disposal
Annual budget and background papers			Current years + 6 years	Secure disposal
Order books and requisitions			Current year + 6 years	Secure disposal
Delivery documentation			Current year + 6 years	Secure disposal
Debtor's records		Limitation Act 1980	Current year + 6 years	Secure disposal
School fund banking transactions			Current year + 6 years	Secure disposal
School fund ledger			Current year + 6 years	Secure disposal
School fund invoices			Current year + 6 years	Secure disposal
School fund receipts			Current year + 6 years	Secure disposal
School fund bank statements			Current year + 6 years	Secure disposal
School fund – journey books			Current year + 6 years	Secure disposal
Student bursary applications			Current year + 3 years	Secure disposal
Free school meals register			Current year + 6 years	Secure disposal
Petty cash books			Current year + 6 years	Secure disposal

Title deeds			Permanent	These should follow the property unless the property has been registered at the Land registry
Plans			Permanent	Retain in school whilst operational
Maintenance and contractors		Financial Regulations	Current year + 6 years	Secure disposal
Leases			Expiry of lease + 6 years	Secure disposal
Lettings			Current year + 3 years	Secure disposal
Burglary, theft & vandalism report forms			Current years + 6 years	Secure disposal
Maintenance log			Current + 6 years	Secure disposal
Contractor's reports				Secure disposal
				Secure disposal
Local Authority				
Secondary transfer information	Yes		Current + 2 years	Secure disposal
Attendance returns	Yes		Current year + 1 year	Secure disposal
School census & other returns		Compulsory for funding	Current years + 6 years	Secure disposal
HMI reports			No need to keep	
OFSTED reports & papers			Replace former report with new inspection report	
Information from DfE			While operationally required	
Connexions				
Service level agreement			Until suspended	Secure disposal
WEX agreement			DOB of child + 18 years	Secure disposal
School meals				
Register			Current year + 3 years	Secure disposal
Free school meals register			Current year + 3 years	Secure disposal

