

DATA RETENTION POLICY

This policy applies to all pupils and staff of Edge Grove School, including the PreSchool.

Introduction

The General Data Protection Regulation (GDPR) from 25 May 2018 does not fundamentally change the principles for length of document retention – it is still a question of relevance and purpose, as well as data security.

At Edge Grove, we take data protection seriously and all policies are reviewed taking into account the most up to date guidance on document retention, including electronic retention.

The guidance issued by the Information and Records Management Society – Retention Guidelines for Schools is referred to. However, the attached table is specifically followed in respect of Edge Grove.

Related Policies

In particular, the following policies and documents are related:

- Data Protection Privacy Notice
- CCTV Policy
- IT Usage Policy
- Data Breach Process and Data Disposal Procedure

IICSA, Child Protection and Document Retention

In the light of the Independent Inquiry into Child Sexual Abuse (IICSA), Independent Schools have been strongly advised not to delete historic staff and pupil files unless there is no living person to bring a possible claim.

For the moment, therefore, staff files are being kept indefinitely since safeguarding takes precedence over the retention periods set out below, which are otherwise the school's default setting for deleting data. Pupil files are dealt with as overleaf.

In due course, when more settled guidance is received from the relevant authorities, this Policy will be updated.

In the meantime, all records are kept secure, accessible only by trained staff on a need-to-know basis.

Secure Disposal of Documents

Confidential, sensitive or personal information/data is securely disposed of under a contractual arrangement with a confidential shredding company on a regular basis. Their processes are subject to audit or scrutiny at any stage.

A number of shredders are located in key areas for more immediate disposal of confidential, sensitive or personal information, namely Finance, HR and Admin.

When any machine or electronic device is disposed of, the Data Disposal Process is followed.

M Sims
Bursar and Data Protection Manager
September 2020

TABLE OF RETENTION PERIODS

Type of Record / Document	Retention Period for Edge Grove
<p>School Specific Records</p> <ul style="list-style-type: none"> • Registration documents • Attendance Registers • Minutes of Governors' Meetings • Annual tracking and assessment 	<ul style="list-style-type: none"> ➤ Permanent (or until closure of school) ➤ Minimum – 3 years from last date of entry ➤ Minimum – 10 years from date of meeting (see corporate records below) ➤ Minimum – 25 years from date of birth
<p>Individual Pupil Records</p> <ul style="list-style-type: none"> • Admissions: application forms, assessments, records of decisions • Examination results (external or internal) • Pupil file including <ul style="list-style-type: none"> ○ Pupil reports ○ Pupil performance records ○ Pupil medical records • Special educational needs records (also risk assessed individually) 	<ul style="list-style-type: none"> ➤ 10 years after date of leaving up to a maximum of 25 years from date of birth ➤ 10 years after date of leaving up to a maximum of 25 years from date of birth ➤ 10 years after date of leaving up to a maximum of 25 years from date of birth ➤ Date of birth plus up to 25 years (allowing for special extensions to statutory limitation period)
<p>Safeguarding</p> <ul style="list-style-type: none"> • Policies and procedures • DBS disclosure certificates (if held) • Incident reporting • Child Protection Files 	<ul style="list-style-type: none"> ➤ Keep a permanent record of historic policies ➤ See Employee / Personnel Records below ➤ Keep on record for as long as any living victim may ring 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. ➤ Safeguarding files are securely passed onto the pupil's next school. If the next school is unknown, files are kept until the child reaches 25 years' old (except for sexual abuse where the file is kept indefinitely.)
<p>Corporate Records</p> <ul style="list-style-type: none"> • Certificates of Incorporation • Minutes, Notes and Resolutions of Board or Governors' Meetings • Register of Governors • Annual Reports 	<ul style="list-style-type: none"> ➤ Permanent (or until dissolution of the Trust) ➤ Minimum – 10 years ➤ Permanent – (minimum 10 years for ex-Governors) ➤ Minimum – 6 years
<p>Accounting Records</p> <ul style="list-style-type: none"> • All records including tax returns • Budget and internal financial reports 	<ul style="list-style-type: none"> ➤ Minimum – 6 years from the end of the financial year in which the transaction took place ➤ Minimum – 3 years
<p>Contracts and Agreements</p> <ul style="list-style-type: none"> • Signed or final / concluded agreements, plus signed final/concluded variations or amendments • Deeds (or contracts under seal) 	<ul style="list-style-type: none"> ➤ Minimum – 7 years from completion of contractual obligations or term of agreement, whichever is the later ➤ Minimum – 13 years from completion of contractual obligation or term of agreement
<p>Intellectual Property Records</p> <ul style="list-style-type: none"> • Formal documents of title (trade mark or registered design certificates; patent or utility model certificates) 	<ul style="list-style-type: none"> ➤ Permanent (in the case of any right which can be permanently extended, eg trade marks); otherwise expiry of right plus minimum of 7 years

<ul style="list-style-type: none"> • Assignments of intellectual property to or from the school • IP/IT agreements (including software licences and ancillary agreements eg maintenance; storage; development; coexistence agreements; consents) 	<ul style="list-style-type: none"> ➤ As above in relation to contracts (7 years) or, where applicable, deeds (13 years) ➤ Minimum – 7 years from completion of contractual obligation concerned or term of agreement
<p>Employee / Personnel Records</p> <ul style="list-style-type: none"> • Single Central Record of Employees • Contracts of Employment • DBS Disclosure Certificates • Employee appraisals or reviews • Staff personnel file • Payroll, salary, maternity pay records • Pension or other benefit schedule record • Job application and interview / rejection records (unsuccessful applicants) • Immigration records • Health records relating to employees 	<ul style="list-style-type: none"> ➤ Keep a permanent record of all mandatory checks that have been undertaken (but not DBS certificate itself) ➤ Minimum – 7 years from end of contract ➤ No longer than 6 months from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept, if not the certificate itself ➤ Duration of employment plus minimum of 7 years ➤ Minimum – 7 years (subject to safeguarding considerations as described above) ➤ Minimum – 6 years ➤ Possibly permanent, depending on nature of scheme ➤ Minimum 3 months but no more than 1 year ➤ Minimum - 4 years ➤ Minimum – 7 years from end of contract of employment
<p>Insurance Records</p> <ul style="list-style-type: none"> • Insurance policies (will vary – private, public, professional indemnity) • Correspondence related to claims / renewals / notification re insurance 	<ul style="list-style-type: none"> ➤ 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 ➤ Minimum – 7 years
<p>Environmental, Health & Data</p> <ul style="list-style-type: none"> • Maintenance logs • Major accidents to children (referred to emergency services or RIDDOR report) • Accident at Work records (staff) • Staff use of hazardous substances • Risk Assessments (carried out in respect of above) • Data Protection records documenting processing activity, data breaches 	<ul style="list-style-type: none"> ➤ Minimum – 10 years from date of last entry ➤ Minimum – 25 years from birth ➤ Minimum – 4 years from date of accident, but review case by case where possible ➤ Minimum – 7 years from end of date of use ➤ Minimum – 7 years from completion of relevant project, incident, event or activity ➤ No limited: as long as up to date and relevant (as long as no personal data held)