

# Data Protection Retention Policy - Trust Records and Safe Data Destruction

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## INTRODUCTION

The Hasmonean Multi-Academy Trust ("the Trust") collects and uses certain types of personal information about staff, students, parents and other individuals who come into contact with the Trust in order to provide education and associated functions. The Trust may be required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation and other related legislation ('GDPR').

The GDPR applies to all computerised data and manual files if they come within the definition of a filing system. Broadly speaking, a filing system is one where the data is structured in some way that it is searchable on the basis of specific criteria (so you would be able to use something like the individual's name to find their information), and if this is the case, it does not matter whether the information is located in a different physical location.

This policy will be updated as necessary to reflect best practice, or amendments made to data protection legislation, and shall be reviewed every 2 years.

This policy should be used in conjunction with the Data Protection Policy

The Trust's Data Protection Officer can be contacted by email on [dpo@hasmonean.co.uk](mailto:dpo@hasmonean.co.uk) or by post to DPO, Hasmonean High School, Holders Hill Road, London NW4 1NA. 'DPO'.

### A. Safe Destruction of Data

#### (i) Disposal of records that have reached the end of the minimum retention period allocated

The fifth data protection principle as per the data protection rules (updated for GDPR) states that:

*"Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes"*

The Leadership Team must ensure that records that are no longer required for business use are reviewed as soon as possible under the criteria set out so that only the appropriate records are destroyed.

The Trust review will determine whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained by the Trust for research or litigation purposes.

Whatever decisions are made they need to be documented as part of the records management policy within the Trust.

#### (ii) Safe destruction of records

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks should be cut into pieces
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded

Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in with the regular waste or a skip.

Where an external provider is used it is recommended that all records must be shredded on-site in the presence of an employee.

The shredding needs to be planned with specific dates and all records should be identified as to the date of destruction.

It is important to understand that if the records are recorded as to be destroyed but have not yet been destroyed and a request for the records has been received they **MUST** still be provided.

Where records are destroyed internally, the process must ensure that all records are recorded are authorised to be destroyed by a member of the Leadership team and the destruction recorded. Records should be shredded as soon as the record has been documented as being destroyed.

### (iii) [Freedom of Information Act 2000 \(FoIA 2000\)](#)

The Freedom of Information Act 2000 requires the Trust to maintain a list of records which have been destroyed and who authorised their destruction

Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- Number of files and date range
- The name of the authorising officer
- Date action taken

Following this guidance will ensure that the Trust is compliant with the Data Protection rules and the Freedom of Information Act 2000.

## 1. Management of the Trust

1.1 Governing Body				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL <sup>1</sup>
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		
	Principal Set (signed)		PERMANENT	If the Trust is unable to store these then they should be offered to the County Archives Service
	Inspection Copies <sup>2</sup>		Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the report deals with confidential issues relating to staff	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL

<sup>1</sup> In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder.

<sup>2</sup> These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

<b>1.1 Governing Body (continued...)</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.1.5	Instruments of Government including Articles of Association	No	PERMANENT	These should be retained in the Trust whilst the schools are open and then offered to County Archives Service when the school closes.
1.1.6	Trusts and Endowments managed by the Governing Body	No	PERMANENT	These should be retained in the Trust whilst the schools are open and then offered to County Archives Service when the school closes.
1.1.7	Action plans created and administered by the Governing Body	No	Life of the action plan + 3 years	SECURE DISPOSAL
1.1.8	Policy documents created and administered by the Governing Body	No	Life of the policy + 3 years	SECURE DISPOSAL
1.1.9	Records relating to complaints dealt with by the Governing Body	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
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	SECURE DISPOSAL
1.1.11	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	Date proposal accepted or declined + 3 years	SECURE DISPOSAL

<b>1.2 Head Teacher and Senior Management Team</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils 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 and should be offered to the County Archives Service if appropriate
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
1.2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff	Current academic year + 6 years then review	SECURE DISPOSAL
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Date of correspondence + 3 years then review	SECURE DISPOSAL
1.2.6	Professional Development Plans	Yes	Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	School Development Plans	No	Life of the plan + 3 years	SECURE DISPOSAL

1.3 Admissions Process				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful	Yes	Date of admission + 1 year	SECURE DISPOSAL
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	Register of Admissions	Yes	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made. <sup>3</sup>	REVIEW Trusts may wish to consider keeping the admission register permanently as often Trusts receive enquiries from past pupils to confirm the dates they attended the Trust.
1.3.5	Admissions – Secondary Schools – Casual	Yes	Current year + 1 year	SECURE DISPOSAL
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	Current year + 1 year	SECURE DISPOSAL
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc.	Yes		
	For successful admissions		This information should be added to the pupil file	SECURE DISPOSAL
	For unsuccessful admissions		Until appeals process completed	SECURE DISPOSAL

<b>1.4 Operational Administration</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.4.1	General file series	No	Current year + 5 years then REVIEW	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year	STANDARD DISPOSAL
1.4.4	Newsletters and other items with a short operational use	No	Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitors' Books and Signing in Sheets	Yes	Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No	Current year + 6 years then REVIEW	SECURE DISPOSAL



## 2. Human Resources

2.1 Recruitment				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new Headteacher	Yes	Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	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
2.1.3	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
2.1.4	Pre-employment vetting information – DBS Checks	No	The school does not have to keep copies of DBS certificates. If the Trust does so the copy must NOT be retained for more than 6 months	
2.1.5	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	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom <sup>4</sup>	Yes	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	

2.2 Operational Staff Management				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record

2.2.1	Staff Personal File	Yes	Termination of Employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes	Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal/ assessment records	Yes	Current year + 5 years	SECURE DISPOSAL

### 2.3 Management of Disciplinary and Grievance Processes

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>5</sup>	Yes	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
2.3.2	Disciplinary Proceedings	Yes		
	oral warning		Date of warning + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]
	written warning – level 1		Date of warning + 6 months	
	written warning – level 2		Date of warning + 12 months	
	final warning		Date of warning + 18 months	
	case not found		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL

2.4 Health and Safety				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
2.4.1	Health and Safety Policy Statements	No	Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk Assessments	No	Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3	Records relating to accident/ injury at work	Yes	Date of incident + 12 years  In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
2.4.4	Accident Reporting	Yes		
	Adults		Date of the incident + 6 years	SECURE DISPOSAL
	Children		DOB of the child + 25 years	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Current year + 40 years	SECURE DISPOSAL
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Last action + 40 years	SECURE DISPOSAL
2.4.7	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
2.4.8	Fire Precautions log books	No	Current year + 6 years	SECURE DISPOSAL

2.4 Payroll and Pensions				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Current year + 3 years	SECURE DISPOSAL
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Current year + 6 years	SECURE DISPOSAL

### 3. Financial Management of the Trust

3.1 Risk Management and Insurance				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
3.1.1	Employer's Liability Insurance Certificate	No	Closure of the school + 40 years	SECURE DISPOSAL

3.2 Asset Management				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No	Current year + 6 years	SECURE DISPOSAL
3.2.2	Burglary, theft and vandalism report forms	No	Current year + 6 years	SECURE DISPOSAL

3.3 Accounts and Statements including Budget Management				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
3.3.1	Annual Accounts	No	Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the Trust	No	Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
3.3.3	Student Grant applications	Yes	Current year + 3 years	SECURE DISPOSAL
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	Life of the budget + 3 years	SECURE DISPOSAL
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years	SECURE DISPOSAL
3.3.6	Records relating to the collection and banking of monies	No	Current financial year + 6 years	SECURE DISPOSAL
3.3.7	Records relating to the identification and collection of debt	No	Current financial year + 6 years	SECURE DISPOSAL

3.4 Contract Management				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record

3.4.1	All records relating to the management of contracts under seal	No	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	No	Current year + 2 years	SECURE DISPOSAL

### 3.5 Trust Fund

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
3.5.1	Trust Fund - Cheque books	No	Current year + 6 years	SECURE DISPOSAL
3.5.2	Trust Fund - Paying in books	No	Current year + 6 years	SECURE DISPOSAL
3.5.3	Trust Fund – Ledger	No	Current year + 6 years	SECURE DISPOSAL
3.5.4	Trust Fund – Invoices	No	Current year + 6 years	SECURE DISPOSAL
3.5.5	Trust Fund – Receipts	No	Current year + 6 years	SECURE DISPOSAL
3.5.6	Trust Fund - Bank statements	No	Current year + 6 years	SECURE DISPOSAL
3.5.7	Trust Fund – Journey Books	No	Current year + 6 years	SECURE DISPOSAL

### 3.6 Trust Meals

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
3.6.1	Free Trust Meals Registers	Yes	Current year + 6 years	SECURE DISPOSAL
3.6.2	Trust Meals Registers	Yes	Current year + 3 years	SECURE DISPOSAL
3.6.3	Trust Meals Summary Sheets	No	Current year + 3 years	SECURE DISPOSAL

#### 4. Property Management

4.1 Property Management				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
4.1.1	Title deeds of properties belonging to the Trust	No	PERMANENT  These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belong to the Trust	No	These should be retained whilst the building belongs to the Trust and should be passed onto any new owners if the building is leased or sold.	
4.1.3	Leases of property leased by or to the Trust	No	Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of Trust premises	No	Current financial year + 6 years	SECURE DISPOSAL

4.2 Maintenance				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the Trust carried out by contractors	No	Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the Trust carried out by Trust employees including maintenance log books	No	Current year + 6 years	SECURE DISPOSAL

## 5. Pupil Management

5.1 Pupil's Educational Record				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes		
	Primary		Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. <sup>3</sup>
	Secondary		Date of Birth of the pupil + 25 years	SECURE DISPOSAL
5.1.2	Examination Results – Pupil Copies	Yes		
	Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
	Internal		This information should be added to the pupil file	
5.1.3	Child Protection information held on pupil file		If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL – these records MUST be shredded

5.1.4	Child protection information held in separate safeguarding locked filing cabinet. More recently this has moved to CPOMS		<p>DOB of the child + 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. When the records are reviewed, there may be some exceptions where the information should be retained for an longer period. For example: the records provide information about a child's personal history, which they might want to access at a later date</p> <ul style="list-style-type: none"> <li>• the records have been maintained for the purposes of research</li> <li>• the information in the records is relevant to legal action that has been started but not finished</li> <li>• the records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation).</li> </ul> <p>Where there are legal</p>	SECURE DISPOSAL – these records MUST be shredded
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5.2 Attendance				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
5.2.1	Attendance Registers	Yes	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
5.2.2	Correspondence relating to authorized absence		Current academic year + 2 years	SECURE DISPOSAL

5.3 Special Educational Needs				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of Birth of the pupil + 25 years	REVIEW  NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
			Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
			Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold

## 6. Curriculum Management

6.1 Statistics and Management Information				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
6.1.1	Curriculum returns	No	Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Results (Trusts Copy)	Yes	Current year + 6 years	SECURE DISPOSAL
	SATS records –	Yes		
	Results		<p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.</p> <p>The Trust may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison</p>	SECURE DISPOSAL
	Examination Papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) Reports	Yes	Current year + 6 years	SECURE DISPOSAL
6.1.4	Value Added and Contextual Data	Yes	Current year + 6 years	SECURE DISPOSAL
6.1.5	Self-Evaluation Forms	Yes	Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
6.2.1	Schemes of Work	No	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.2	Timetable	No	Current year + 1 year	
6.2.3	Class Record Books	No	Current year + 1 year	
6.2.4	Mark Books	No	Current year + 1 year	
6.2.5	Record homework set	No	Current year + 1 year	
6.2.6	Pupils' Work	No	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the Trust's policy then current year + 1 year	SECURE DISPOSAL

## 7. Extra Curriculum Management

7.1 Educational Visits outside the Classroom				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Date of visit + 10 years	SECURE DISPOSAL
7.1.2	Parental consent forms for school trips where there has been no major incident	Yes	Conclusion of the trip	Although the consent forms could be retained for DOB+22 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.
7.1.3	Parental permission slips for school trips – where there has been a major incident	Yes	DOB of the pupil involved in the incident+25years  The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	

7.2 Walking Bus				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
7.2.1	Walking Bus Registers	Yes	Date of register + 3 years  This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL  [If these records are retained electronically any back up copies should be destroyed at the same time]

7.3 Family Liaison Officers and Home School Liaison Assistants				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
7.3.1	Day Books	Yes	Current year + 2 years then review	
7.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Whilst child is attending school and then destroy	
7.3.3	Referral forms	Yes	While the referral is current	
7.3.4	Contact data sheets	Yes	Current year then review, if contact is no longer active then destroy	
7.3.5	Contact database entries	Yes	Current year then review, if contact is no longer active then destroy	
7.3.6	Group Registers	Yes	Current year + 2 years	

## 8. Central Government and Local Authority

8.1 Local Authority				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
8.1.1	Secondary Transfer Sheets (Primary)	Yes	Current year + 2 years	SECURE DISPOSAL
8.1.2	Attendance Returns	Yes	Current year + 1 year	SECURE DISPOSAL
8.1.3	School Census Returns	No	Current year + 5 years	SECURE DISPOSAL
8.1.4	Circulars and other information sent from the Local Authority	No	Operational use	SECURE DISPOSAL

8.2 Central Government				
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record
8.2.1	OFSTED reports and papers	No	Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to central government	No	Current year + 6 years	SECURE DISPOSAL
8.2.3	Circulars and other information sent from central government	No	Operational use	SECURE DISPOSAL

Reviewed & approved by DPO & Mrs J Silkoff May 2023

## Appendix A – List of School Records and Data safely destroyed

The following sheet can be completed or alternatively documented in a spreadsheet.

Ref Number	File/Record Title	Description	Reference or Cataloguing Information	Number of Files Destroyed	Method of destruction	<u>Confirm</u> (i) Safely destroyed (ii) In accordance with Data Retention Guidelines Tick (v)
<i>e.g.</i>	<i>School Invoices</i>	<i>Copies of purchase invoices dated 2011/12</i>	<i>Folders marked "Purchase Invoices 2011/12" 1 to 3</i>	<i>3 Folders</i>	<i>Shredding</i>	<b>v</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						