

## Data Records Management & Retention Policy

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## Introduction

The Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the Trust and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

## Scope of the Policy

This policy applies to all records created, received or maintained by staff of the Trust in the course of carrying out its functions.

Records are defined as all those documents that facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

## Responsibilities

The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Data Protection Officer. The person responsible for records management in the Trust will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

The Data Protection Officer will monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Trust's retention guidelines.

## Information Security & Business Continuity

In order to protect the data and records the Trust is responsible for, the following security measures will be implemented.

### The Storage & Security of Digital Data

**Back Up System:** The Trust schools have contracts which undertake regular back ups of all information held electronically to enable restoration of the data in the event of an environmental or data corruption incident. The Trust tests that data can be restored from a back up on a regular basis.

**Controlling the Storage of Digital Data:** Personal information is not to be stored on the hard drive of any laptop or PC unless the device is running encryption software.

**Password Control:** The Trust will ensure that data is subject to password protection. Password sharing is not encouraged. Staff are required to lock their PCs when they are away from their desks to prevent unauthorised use.

**Location of Server Equipment:** The Trust will ensure that the server environment is managed to prevent access by unauthorised people.

### **The Storage & Security of Hard Copy Data**

**Storage of Physical Records:** The Trust recommends that all physical records are stored in filing cabinets, drawers or cupboards. Sensitive physical records should be kept in a lockable storage area. This is to prevent unauthorised access but also to protect against the risk of fire and flooding.

**Unauthorised Access, Theft or Loss:** Staff are encouraged not to take personal data on staff or students out of the Trust unless there is no alternative. Records held within the Trust should be in lockable cabinets.

**Clear Desk Policy:** In order to avoid unauthorised access to physical records which contain sensitive or personal information and will protect physical records from fire and/or flood damage, the Trust operates a clear desk policy. This involves the removal of the physical records to a cupboard or drawer (lockable where appropriate). It does not mean that the desk has to be cleared of all contents.

### **Disclosure / Confidentiality**

Staff are made aware of the importance of ensuring that personal information is only disclosed to people who are entitled to receive it and that consideration has been given to the General Data Protection Regulations. This is outlined in the Staff Handbook.

### **Safe Disposal of Records**

The General Data Protection Regulations give individuals the Right to Erasure which means that records should not be kept for any longer than is necessary in relation to the purpose for which it was originally collected/processed (see section 6 Retention Guidelines).

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 Discs should be cut into pieces
- Audio/Video Tapes and Fax Rolls should be dismantled and shredded
- Hard discs should be dismantled and sanded

When an external company is used, all records must be shredded on site in the presence of an employee. The disposal company must provide a Certificate of Destruction.

### **Security Breach**

In the event of an incident involving the loss of information or records held by the Trust, the data breach procedures contained within the data Protection Policy should be followed.

## Retention Guidelines

*This retention schedule is based upon the schedule provided by the Information and Records Management Society (v5 01.02.16).*

This retention schedule contains recommended retention periods for the different records created and maintained by Trusts in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act (DPA).

Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation mentioned above. If records are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

The schedule should be reviewed on an biennial basis.

## Section 1: Management of the Trust

1.1 Governing Body/Trust Board					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
1.1.1	Agendas	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
1.1.2	Minutes of Meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principal Set (signed)			PERMANENT	
	Inspection Copies			Date of meeting + 3 years	If the minutes contain any sensitive, personal information they must be shredded
1.1.3	Reports presented	There may be data protection issues if the report is dealing 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 minutes
1.1.4	Meeting papers relating to annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL

## 1.2 Senior Leadership Team

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
1.2.1	Log books of activity in the Trust maintained by the Head Teacher	There may be data protection issues if the log book refers to individual 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 + 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 report refers 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 report refers to individual pupils or members of staff		Date of correspondence + 3years ten review	SECURE DISPOSAL
1.2.6	Professional Development Plans	Yes		Life of then plan + 6 years	SECURE DISPOSAL
1.2.7	Trust Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL

### 1.3 Admissions

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
1.3.1	All records relating to the creation and implementation of the Trust Admissions Policy	No	Trust Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Trust adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful	Yes	Trust Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Trust adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Trust Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Trust adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	Register of Admissions	Yes	Trust attendance: Departmental advice for maintained Trusts, academies, independent Trusts and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	
1.3.5	Admissions – Secondary Trusts – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
1.3.6	Proofs of address supplied	Yes	Trust Admissions Code	Current year + 1 year	SECURE DISPOSAL



	by parents as part of the admissions process		Statutory guidance for admission authorities, governing bodies, local authorities, Trust adjudicators and admission appeals panels December 2014		
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc.	Yes			
	For successful admissions			The information should be added to the pupil file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

#### 1.4 Operational Administration

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 Trust brochure or prospectus	No		Current year + 3 years	SECURE DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	SECURE DISPOSAL
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	SECURE DISPOSAL
1.4.5	Visitors' Books and Signing in	Yes		Current year + 6 years then	SECURE DISPOSAL

	Sheets			REVIEW	
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

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## Section 2: HR Management of the Trust

2.1 Recruitment					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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	DBS Update Service Employer Guide June 2014: keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	The Trust 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 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	Yes	An employer’s guide to right to	Where possible these	

	information – Evidence proving the right to work in the United Kingdom		work checks [Home Office May 2015]	documents should be added to the Staff Personal File [see below], but if they are kept separately the Home Office requires that the documents are kept for termination of Employment plus two years	
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## 2.2 Operational Staff Management

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (section 2)	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 & Grievance Process

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for Trusts and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	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	SECURE DISPOSAL These records must be shredded

				kept on the file and a copy provided to the person concerned	
2.3.3	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

2.5 Payroll and Pensions					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	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

2.6 Other Personnel Records					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
2.6.1	Volunteer Personnel Records	Yes		Any relevant papers relating to the engagement of volunteers can be retained (as per 2.1) but only for as long as their engagement with the Trust lasts.	SECURE DISPOSAL
2.6.2	Governor / Trustee Records	Yes		Any relevant papers relating to the engagement of governors can be retained (as per 2.1) but only for their term of office plus 1 year.	SECURE DISPOSAL
2.6.3	Third party workers, supply staff etc	Yes		The Trust should receive written confirmation that all checks have been undertaken, but not copies of the evidence, from the employing organisation. Where copies of such documents are received the must not be retained by the Trust. The Trust may retain a copy of the identification documents, but these documents must be destroyed when the individual ceases working at the Trust.	SECURE DISPOSAL

### Section 3: Financial Management of the Trust

3.1 Risk Management & Insurance					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the Trust + 40 years	SECURE DISPOSAL

3.2 Asset Management					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 & Statements including Budget Management					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 statements and	No		Life of the budget + 3 years	SECURE DISPOSAL

	background papers				
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

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on 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

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 Management

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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

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## Section 4: Property Management

4.1 Health & Safety					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
4.1.1	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
4.1.2	Health and Safety Risk Assessments	No		Life of Risk assessment + 3 years	SECURE DISPOSAL
4.1.3	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
4.1.4	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of the incident + 6 years	SECURE DISPOSAL
	Children			DOB of the child + 25 years	SECURE DISPOSAL
4.1.5	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18(2)	Current year + 40 years	SECURE DISPOSAL
4.1.6	Process of monitoring of areas where employees and persons are likely to have	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL

	become in contact with asbestos				
4.1.7	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
4.1.8	Fire precautions log books			Current year + 6 years	SECURE DISPOSAL

## 4.2 Property Management

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
4.2.1	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	
4.2.2	Plans of property belonging 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	
4.2.3	Leases of property leased by or to the Trust	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.2.4	Records relating to the letting of Trust premises	No		Current financial year + 6 years	SECURE DISPOSAL

### 4.3 Maintenance

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
4.3.1	All records relating to the maintenance of the Trust carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.3.2	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

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## Section 5: Pupil Management

5.1 Pupil's Educational Record					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		
	Primary			Retain whilst the child remains at primary Trust	<p>The files should follow the pupil when he/she leaves the primary Trust. This will include:</p> <ul style="list-style-type: none"> <li>• To another primary Trust</li> <li>• To a secondary Trust</li> <li>• To a pupil referral unit</li> <li>• If the pupil does whilst at primary Trust the file should be returned to the Local Authority for the statutory retention period.</li> </ul> <p>If the pupil transfers to an independent Trust, transfers to home Trusting or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Trusts do not ordinarily have sufficient</p>

					storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority
	Secondary		Limitation Act 1980 (Section 2)	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	Yes	“Keeping children safe in education Statutory guidance for Trusts and colleges March 2015”; “Working together to safeguard and promote the welfare of children March 2015	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 files	Yes	“Keeping children safe in education Statutory guidance for Trusts and colleges March 2015”; “Working together to safeguard and promote the welfare of children March 2015	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	SECURE DISPOSAL – these records MUST be shredded

				the Local Authority Social Services record	
5.2 Attendance					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
5.2.1	Attendance Registers	Yes	Trust attendance: Departmental advice for maintained Trusts, academies independent Trusts and local authorities October 2014	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 authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

5.3 Special Educational Needs					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of birth of pupil + 25 years	
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	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
5.3.3	Advice and information provided by parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	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
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	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

## Section 6: Curriculum Management

6.1 Statistics and Management Information					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 - Results	Yes			
				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. The Trust may wish to keep a composite record of all the whole year SAT's results. These could be kept for current year + 6 years to allow suitable comparison	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

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
6.2.1	Schemes of Work	No		Current Year + 1 year	It may be appropriate to 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 of Homework set	No		Current Year + 1 year	
6.2.6	Pupil's Work	No		Where possible pupil's 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

## Section 7: Extra Curricular Activities

7.1 Educational Visits outside the Classroom					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
7.1.1	Records created by Trusts to obtain approval to run an Educational Visit outside the Classroom – Primary Trusts	No	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”.	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Records created by Trusts to obtain approval to run an Educational Visit outside the Classroom – Secondary Trusts	No	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”.	Date of visit + 10 years	SECURE DISPOSAL
7.1.3	Parental consent forms for Trust 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 Trusts do not have the storage capacity to retain every single consent form issued by the Trust for this period of time
7.1.4	Parental permission slips for Trusts trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be	

				retained to show the rules had been followed for all pupils	
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## 7.2 Walking Bus

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 backup copies should be destroyed at the same time]

## 7.3 Family Liaison Officers and Home Trust Liaison Assistants

	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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 Trust 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	

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## Section 8: Central Government & Local Authority

8.1 Local Authority					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
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	Trust 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					
	Record Type	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the records life
8.2.1	OFSTED reports and papers	No		Life of the report the 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		Operation use	SECURE DISPOSAL