

Eastern Learning Alliance

Data Retention Policy

September 2020

Date	September 2020
Approved by CEO	September 2020
Review cycle	Every 3 years (next review September 2023)



Eastern Learning Alliance

Data Retention Policy

Contents

1. Scope of the policy.....	3
2. Student Records	3
3. Responsibility for the student record once the student leaves the school.....	4
4. Storage of student records.....	4
5. Good Practice for Managing E-mail.....	4
6. Disposal of records	5
7. Retention Guidelines.....	6
1. Management of the School.....	7
2. Human Resources	12
3. Financial Management of the School	17
4. Property Management	20
5. Student Management	21
6. Curriculum Management	24
7. Extra- Curricular Activities	25
8. Central Government and Local Authority	27

Document Control

New Version Number	Key changes from previous version	Date of ratification by Trust Board
1	Amended for Teaching School additions	August 2018
	Reviewed by Judicium	September 2020

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 organisation.

The policy will be reviewed every three years, and after major organisational or technological changes.

1. 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 which 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 guidelines apply to information created and stored in both physical (hard copy) and electronic format.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this policy.

2. Student Records

The student record should be seen as the core record charting an individual student's progress through the Education System. The student record should accompany the student to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the student record is a principal record and that all information relating to the student will be found in the file (although it may spread across more than one file cover).

For secondary schools the following items should be included on the student record (either paper or digitally):

- Information from previous schools
- Admission form (application form)
- Privacy Notice (if these are issued annually only the most recent need be on the file)
- Parental and student consents
- Any Written letters or reports to Parents
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about an EHCP and support offered in relation to the EHCP.
- Any relevant medical information
- Child protection reports/disclosures (should be stored in the file in a sealed envelope clearly marked as such or in a separate file)
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the student

The following records should be stored separately to the student record as they are subject to shorter retention periods.

- Absence notes
- Parental consent forms for trips/outings (In the event of a major incident all the parental consent forms should be retained with the incident report not in the student record)
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the student file in the event of a major incident)

3. Responsibility for the student record once the student leaves the school

The school which the student attended until statutory school leaving age is responsible for retaining the student record until the student reaches the age of 25 years. After this time the student record should be disposed of in accordance with the safe disposal of records guidelines.

4. Storage of student records

All student records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security.

Access arrangements for student records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

5. Good Practice for Managing E-mail

E-mail is not always a secure medium to send confidential information.

- **It is secure** if you email within the trust office 365 email for example *.tmet.org.uk (e.g. from @wvc.tmet.org.uk to @ivc.tmet.org.uk)
- **It is not secure** if you email from a 'tmet' address to an email address outside of 'tmet' for example our colleagues at County
- **It is secure** if you email within the @impington.org.uk address space (e.g. from @impington.org.uk to @impington.org.uk)

You need to think about information security when you send confidential information by e-mail to reduce the risk of a data breach. If you are sending confidential or sensitive information that is **NOT** on a secure link then it must be sent by a secure encrypted e-mail system with password protection on the email. It is recommended that you do not put personal information (such as a student's name) in the subject line of an e-mail.

If you are sending emails that contain personal or sensitive data ensure that you always respond to an authorised and approved address. All emails that are used for official business must be sent from an official business domain address.

E-mail is disclosable under Freedom of Information and Data Protection legislation. Be aware that anything you write in an email could potentially be made public. Emails can remain in a system for a period of time after you have deleted them. The Trust has a seven year retention period for

any email that has been deleted. You must remember that although you may have deleted your copy of the e-mail, the recipients may not and therefore there will still be copies in existence. These copies could be disclosable under the Freedom of Information Act 2000 or under the Data Protection Act 2018.

The retention period for keeping e-mails should correspond with retention periods set out in the tables below. The e-mails may need to be saved into any appropriate electronic filing system or printed out and placed on paper files.

6. Disposal of records

Managers 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. This 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.

All records containing personal information, or sensitive policy information that require disposal should be made either unreadable or un-reconstructable.

- Paper records should be shredded using a cross-cutting shredder
- DVDs etc. should be cut into pieces
- Hard Disks should be dismantled

Any other paper 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. Where an external provider is used it is recommended that all records are shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider should have been trained in the handling of confidential documents. Before signing contracts for this work a check will need to be made about their compliance under the General Data Protection Regulation 2016 (GDPR).

Under the Freedom of Information Act and the GDPR 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, a Senior Manager must authorise the destruction of the records and this destruction recorded. Records should be shredded as soon as the record has been documented as being destroyed.

The Freedom of Information Act 2000 and the GDPR require that the Trust maintains 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

This information should be sent to the Trust's DPO for the central record.

7. Retention Guidelines

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule which lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

There are a number of benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be "normal processing" under the Data Protection Act 2018, General Data Protection Regulation 2016 and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information (or Subject Access) request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped
- Members of staff can be confident about safe disposal information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required. The school is not maintaining and storing information unnecessarily.

The following retention schedule contains recommended retention periods and refers to all information regardless of the media in which it is stored. If record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this need to be documented.

1. Management of the Trust/School

1.1 Governance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Agendas and Minutes for Member, Trustee and Local 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 permanently as the master set (with signed minutes). All other copies can be disposed of	SECURE DISPOSAL ¹
Reports presented to the Members, Trustees or Local 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 reports then reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of minutes
Inspection copies of agendas, minutes and reports of Member, Trustee and Local Governing Body meetings. These are retained by the Clerk	There may be data protection issues if the report deals with confidential issues relating to staff		Date of meeting + 3 years	SECURE DISPOSAL
Instruments of Government including Articles of Association	No		PERMANENT	These should be retained in the school whilst the school is open.
Trusts and Endowments managed by the Trustees or Local Governing Body	No		PERMANENT	These should be retained in the school whilst the school is open
Action plans and policy documents created and administered by the Trustees or Local Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL

Records relating to complaints dealt with by the Trustees or Local 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
Annual Reports created under the requirements of the Articles of Association and ESFA Academies Financial Handbook	No	Articles of Association and ESFA Academies Financial Handbook	Date of report + 10 years	SECURE DISPOSAL

¹ In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if shredding using a cross cut shredder

1.2 Principal and Senior Leadership Team (SLT)

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Agendas & Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual students or members of staff		Date of the meeting+ 3 years then REVIEW	SECURE DISPOSAL
Reports created by the Principal or SLT	There may be data protection issues if the report refers to individual students or members of staff		Date of the report+ a minimum of 3 years then REVIEW	SECURE DISPOSAL
Correspondence created by any member of staff	There may be data protection issues if the correspondence refers to individual students or members of staff		Date of correspondence + 3 years then REVIEW	SECURE DISPOSAL
Professional Development Plans	Yes		Life of the plan+ 6 years	SECURE DISPOSAL

School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL
--------------------------	----	--	----------------------------	-----------------

1.3 Admissions

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions (Appeal) paperwork - if the appeal is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year. Admission form added to student file	SECURE DISPOSAL
Admissions (Appeal) paperwork - if the appeal is unsuccessful	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools 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	REVIEW (Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past students to confirm the dates they attended the school)

Admissions – Secondary Schools- Casual	Yes		Current year+ 1 year	SECURE DISPOSAL
Proof of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
Admissions Information form including information such as religion, medical conditions etc.	Yes			
For successful admissions			This information should be added to the student file	SECURE DISPOSAL
For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

1.4 Operational Administration

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
General files	No		Current year + 5 years then review	SECURE DISPOSAL
Records (& a copy of newsletter) relating to the creation and distribution of	No		Current year + 1 year	STANDARD DISPOSAL

newsletters to staff, parents or students				
Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
Records relating to the creation and management of Parent Teacher Associations and/or Old Students Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL
Complaints	Yes		Date of resolution of complaint + 6 years then review	SECURE DISPOSAL
Student exclusions, warnings and discipline	Yes		Added to student record	SECURE DISPOSAL
Personal identifiers (images, biometrics)	Yes		<p>Images for identification purposes should be deleted with the student file</p> <p>Images for displays retained for educational purposes in line with the consent form</p> <p>Biometric data deleted when the child leaves school</p>	SECURE DISPOSAL
Records relating to CPD and StSS activities of the Teaching School	Yes		Current year + 6 years	SECURE DISPOSAL

2. Human Resources

2.1 Recruitment

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
All records leading up to the appointment of a new member of staff or trainee- unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff or trainee - successful candidates	Yes		All the relevant information should be added to the staff personnel file (see below) and all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information: - DBS Checks & associated documents (eg risk assessment/certificate of good conduct) - Barred List clearance - Prohibition Check	No	DBS Update Service Employer Guide March 2016: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. for Education) Sections 73, 74; Data Protection: a toolkit for schools April 2018	No requirement to retain DBS certificates. If retained, maximum period of 6 months Confirmation of DBS outcome and associated docs, barred list and prohibition: Termination + 25 years	SECURE DISPOSAL
Pre-employment vetting information - Evidence proving the right to work in the United Kingdom ² (Identity docs, work permits, visas)	Yes	An employer's guide to right to work checks (Home Office August 2017)	These documents should be added to the Staff Personnel File , but if they are kept separately then the Home Office requires that the documents are kept for termination of	SECURE DISPOSAL

			employment plus not less than two years	
--	--	--	---	--

² Employers are required to take a "clear copy" of the documents which they are shown as part of this process

2.2 Operational Staff Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Staff Personnel File	Yes	Limitation Act 1980 (Section 2)	Termination year + 6 years	SECURE DISPOSAL
Timesheets	Yes		Current year + 6 Years	SECURE DISPOSAL
Annual Appraisal/ assessment records	Yes		Current year + 6 years	SECURE DISPOSAL
Single Central Record	Yes	Keeping Children Safe in Education Statutory guidance for schools and colleges Sept 2016; Safeguarding Handbook for Schools 2015	Employee retained on SCR whilst employed and removed on termination of employment + 3 months	Operational file

2.3 Management of Disciplinary and Grievance Processes

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
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 schools and colleges Sept 2016; Working together to safeguard children. A guide to inter - agency working to safeguard and promote the welfare of children March 2015; Data Protection; a toolkit for schools April 2018	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
Staff Disciplinary Proceedings	Yes			
oral warning			Date of warning + 6 months	SECURE DISPOSAL. If warning placed on personal file 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	

2.4 Health and Safety

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
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
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1987 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
Adults			Date of the incident + 6 years	SECURE DISPOSAL
Children			DOB of child + 25 years	SECURE DISPOSAL
Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. 51 2002 No 2677 Regulation 11;Records kept under the 1994 and 1 999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year + 40 year s	SECURE DISPOSAL

Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action+ 40 years	SECURE DISPOSAL
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
Fire Precautions log books	No		Current year+ 6 year s	SECURE DISPOSAL

2.5 Payroll and Pensions

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
Payroll/HMRC correspondence	Yes		Current year +6 years	SECURE DISPOSAL

3. Financial Management of the School

3.1 Risk Management and Insurance

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

3.2 Asset Management

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

3.3 Accounts and Statements including Budget Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Annual Accounts	No		Current year + 6 years	SECURE DISPOSAL
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL

All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Current financial year+ 6 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year+ 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	No		Current financial year+ 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	No		Current financial year+ 6 years	SECURE DISPOSAL

3.4 Contract Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL

3.5 School Fund

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
School-Fund - Cheque books	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Paying in books	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Ledger	No		Current year + 6 years	SECURE DISPOSAL
School Fund -Invoices	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Receipts	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Bank statements	No		Current year + 6 years	SECURE DISPOSAL

3.6 School Meals Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
School Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL

4. Property Management

4.1 Property Management

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

4.2 Maintenance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL

All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
---	----	--	------------------------	-----------------

5. Student Management

5.1 Student's Educational Record

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Student's Educational Record required by The Education (Student Information) (England) Regulations 2005	Yes	The Education (Student Information) (England) Regulations 2005 SI 2005 No. 1437		
Secondary		Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	SECURE DISPOSAL
Examination Results - Student Copies	Yes			
Public			This information should be added to the student file	All uncollected certificates should be returned to the exam board
Internal			This information should be added to the student file	

Child Protection information held on student file	Yes	"Keeping children safe in education Statutory guidance for schools 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"	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file.	SECURE DISPOSAL- these records MUST be shredded
Child protection information held in separate files	Yes	Keeping children safe in education Statutory guidance for schools 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"	DOB of the child+ 25 years then review.	SECURE DISPOSAL- these records MUST be shredded

5.2 Attendance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Attendance Registers	Yes	School attendance: Departmental guidance for schools Nov 2016	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
Correspondence relating to authorised absence		Education Act 2011	Current academic year + 2 years	SECURE DISPOSAL

5.3 Special Educational Needs

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	<p>REVIEW</p> <p>NOTE: This retention period is the minimum retention period that any student 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.</p>
EHCP and any amendments made to the plan	Yes	Children and Families Act 2014, Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the student + 25 years [This would normally be retained on the student file]	SECURE DISPOSAL unless the document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the student + 25 years [This would normally be retained on the student file]	SECURE DISPOSAL unless the document is subject to a legal hold

Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the student + 25 years [This would normally be retained on the student file]	SECURE DISPOSAL unless the document is subject to a legal hold
------------------------	-----	--	---	--

6. Curriculum Management

6.1 Statistics and Management Information

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
Published Admission Number paperwork (PAN)	Yes		Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data reports	Yes		Current year + 6 years	SECURE DISPOSAL
Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Schemes of Work	No		Current year + 1 year	

Timetable	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
Class record books	No		Current year + 1 year	
Mark books	No		Current year + 1 year	
Record of homework set	No		Current year + 1 year	
Student's work	No		Where possible students' work should be returned to the student at the end of the academic year, if this is not the school's policy then current year + 1 year	

7. Extra - Curricular Activities

7.1 Educational Visits outside the Classroom

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Records created by schools to obtain approval to run an Educational Visit outside the Classroom- Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 year s	SECURE DISPOSAL

Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips - where there has been a major incident	Yes	Limitation Act 1 980 (Section 2)	D0B of the student involved in the incident + 25 years. The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students	SECURE DISPOSAL
Field file taken on trip	Yes		Conclusion of the trip unless there is a major incident then retain entire file until the youngest child becomes 25.	
Financial information related to trips	Yes		Current year + 6 years	
Personal data shared with trip providers or those holding workshops in schools	Yes		Ensure that sharing is proportionate to the need and deleted at the end of the trip or visit.	

7.3 Family Liaison Officers and Home School Liaison Assistants

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Day Books	Yes		Current year + 2 years then review	SECURE DISPOSAL
Reports for outside agencies- where the report has been	Yes		Whilst child is attending school and then destroy	SECURE DISPOSAL

included on the case file created by the outside agency				
Referral forms	Yes		While the referral is current	SECURE DISPOSAL
Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
Group Registers	Yes		Current year + 2 years	SECURE DISPOSAL

8. Central Government and Local Authority

8.1 Local Authority

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
School Census Returns	No		Current year + 5 years	SECURE DISPOSAL

8.2 Central Government

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record

OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL