Data Retention Policy

St Martins C of E Primary School

Version 1

(This policy has been adopted from SIPS)

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Introduction

St Martins C of E Primary School are required to only keep data as long as it is needed. By efficiently managing our records, St Martins C of E Primary School will be able to comply with its legal and regulatory obligations. Records provide evidence for protecting the legal rights and interests of the School and provide evidence for demonstrating performance and accountability.

The purpose of the policy is to comply with data protection legislation, ensure personal data is not kept longer than necessary and outline secure data storage, archiving, and disposal procedures. Records include any documentation, whether paper-based or electronic, relating to business carried out by St Martins C of E Primary School. It applies to all records created, received or maintained relevant to the following individuals:

- Permanent and temporary staff (including governors and volunteers)
- Pupils, parents and carers
- Visitors and contractors
- Any third parties acting on behalf of the school

Legal Frameworks

This policy references the following legal frameworks:

- UK GDPR / GDPR
- Data Protection Act 2018
- Freedom of Information Act 2000
- Limitation Act 1980
- Department for Education (DfE) guidelines
- IRMS Records Management Toolkit for Schools

Relationship with existing policies

This policy has been drawn up within the context of the following policies:

- Freedom of Information policy
- Data Protection policy
- Information Governance Policy and with other legislation or regulations (including audit, equal opportunities and ethics).

Responsibilities

The governing body has a statutory responsibility to maintain the record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is delegated to Mrs R Rought- Headteacher. The person responsible for day-to-day operational management will give guidance on good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and efficiently. They will also monitor compliance with this policy by reviewing at least annually to check if records are stored securely and can be accessed appropriately.

Information will be managed in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARS').

Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

- Document actions and decisions in line with policies and procedures;
- Apply appropriate security measures when using personal data;
- Only share personal information appropriately and do not disclose it to any unauthorised third party;
- Dispose of records securely in accordance with the Records Retention Schedule

The security of data and appropriate measures will be implemented to protect against a data breach.

Example of the retention schedule

Description	PII	Retention Period	Disposal
Pupils Educational Record: Primary	✓	Retain whilst the child remains at the primary school	Transferred securely to follow pupil
Pupils Educational Record: Secondary	✓	DOB of pupil + 25 years	Secure
Attendance registers	✓	6 years	Secure
Special Educational Needs files, reviews and Individual Education Plans	✓	Pupil DOB + 25 years	Secure
Staff Personal File, including employment contract and staff training records	✓	Termination of employment + 6 years	Secure
Health and Safety risk assessments	×	Life of risk assessment + 3 years	Secure

Disposing of data

Personal data processed by the school is reviewed on an annual basis to ensure it is managed appropriately. In some cases, it may be necessary to archive or transfer data to external third parties (for example, the Local Authority or a pupil's next school/academy/learning setting).

Personal data that is no longer required either due to it being out of date, inaccurate or in line with the school retention policy, will be disposed of securely in line with the retention

schedule. Records of disposal are maintained for accountability. More details are available in our Data Protection Policy (5: Storage Limitation), available on the website.

Reviewing Retention Periods

Retention periods are reviewed annually and on an ongoing basis in line with government and ICO guidance. Following the implementation of these changes and published guidance, retention periods will be reviewed.

Further Information

In the first instance, if you have any questions, please contact the Data Protection Lead at office@st-martins.sandwell.sch.uk .

If you require further assistance after contacting the Data Protection Lead, please contact the Data Protection Officer at gdpr@sips.co.uk .

Signed: