



Data Retention Policy

This policy sets out the minimum periods of retention of the personal data that we process. Schools will generally seek to balance the benefits of keeping detailed and complete records – for the purposes of good practice, archives or general reference – with practical considerations of storage, space and accessibility. However, there are legal considerations in respect of retention of records and documents which must be borne in mind. These include:

- Statutory duties and government guidance relating to schools, including for safeguarding;
- Disclosure requirements for potential future litigation;
- Contractual obligations;
- The law of confidentiality and privacy; and
- The General Data Protection Regulations and associated legislation.

These will inform not only minimum and maximum retention periods, but also what to keep and who should be able to access it.

Child protection and document retention

In the light of the Independent Inquiry into Child Sexual Abuse and various high-profile safeguarding cases, all independent schools are aware of the emphasis currently being placed on long-term, lifetime or even indefinite keeping of full records related to incident reporting. Regardless of suggested retention timescales set out below, Leighton Park School may at its discretion extend this rule to any and/or all personnel and student files on a 'safety first' basis.

These guidelines have been drafted in full awareness of these considerations. Data protection issues should never put child safety at risk, nor take precedence over the general prevention and processing of safeguarding

Meaning of "Record"

In these guidelines, "record" means any document or item of data which contains evidence or information relating to the school, its staff or students. Some of this material, but not all, will contain personal data of individuals as defined in the GDPR.

Many, if not most, new and recent records will be created, received and stored electronically. Others (such as Certificates, Registers, or older records) will be original paper documents. The format of the record is less important than its contents and the purpose for keeping it.

Both paper and digital records will be stored securely and all appropriate measures taken to ensure the security of the data at all times.

Secure disposal of documents

When data is to be destroyed, this may be carried out by an appropriately licensed third party.

For confidential, sensitive or personal information to be considered securely disposed of, it must be in a condition where it cannot either be read or reconstructed. Skips and 'regular' waste disposal will not be considered secure.

Paper records will be shredded using a cross-cutting shredder; CDs / DVDs / diskettes will be cut into pieces. Hard-copy images, AV recordings and hard disks will be dismantled and destroyed.

Where third party disposal experts are used they will be subject to adequate contractual obligations to the school to process and dispose of the information confidentially and securely.

Timescales for retention

The timescales below are given as a guide for minimum retention periods. Figures given are not intended as a substitute to exercising thought and judgment, or taking specific advice, depending on the circumstances.

Indeed, the essence of this guidance can be boiled down to the necessity of exercising thought and judgment – practical considerations mean that case-by-case 'pruning' of records may be impossible. It is therefore accepted that sometimes a more systemic or broad-brush approach is necessary.

TABLE OF SUGGESTED RETENTION PERIODS

Type of Record/Document	Retention Period
<p><u>SCHOOL-SPECIFIC RECORDS</u></p> <ul style="list-style-type: none"> • Registration documents of School • Attendance Register • Minutes of Governors' meetings • Annual curriculum 	<p>Permanent (or until closure of the school)</p> <p>6 years from last date of entry, then archive.</p> <p>6 years from date of meeting</p> <p>From end of year: 3 years (or 1 year for other class records: eg marks / timetables / assignments)</p>
<p><u>INDIVIDUAL STUDENT RECORDS</u></p> <ul style="list-style-type: none"> • Admissions: application forms, assessments, records of decisions • Examination results (external or internal) • Student file including: <ul style="list-style-type: none"> o Student reports o Student performance records o Student medical records • Special educational needs records (<i>to be risk assessed individually</i>) 	<p><i>NB – this will generally be personal data</i></p> <p>25 years from date of birth (or, if student not admitted, up to 7 years from that decision).</p> <p>7 years from student leaving school</p> <p>ALL: 25 years from date of birth (subject to where relevant to safeguarding considerations). Any material which may be relevant to potential claims should be kept for the lifetime of the student.</p> <p>Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)</p>

<p><u>SAFEGUARDING</u></p> <ul style="list-style-type: none"> • Policies and procedures • Applicants' DBS disclosure certificates (obtained during the recruitment process) • Accident / Incident reporting • Child Protection files 	<p>Keep a permanent record of historic policies</p> <p><u>No longer than 6 months</u> from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept, if not the certificate itself.</p> <p>Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available.</p> <p>If a referral has been made / social care have been involved or child has been subject of a multi-agency plan – indefinitely.</p> <p>If low level concerns, with no multi-agency act – apply applicable school low-level concerns policy rationale (this may be 25 years from date of birth OR indefinitely).</p>
<p><u>CORPORATE RECORDS (where applicable)</u></p> <ul style="list-style-type: none"> • Certificates of Incorporation • Minutes, Notes and Resolutions of Board or Management Meetings • Shareholder resolutions • Register of Members/Shareholders • Annual reports 	<p>eg where schools have trading arms</p> <p>Permanent (or until dissolution of the company)</p> <p>Minimum – 10 years</p> <p>Minimum – 10 years</p> <p>Permanent (minimum 10 years for ex-members/shareholders)</p> <p>Minimum – 6 years</p>

<p><u>ACCOUNTING RECORDS</u></p> <ul style="list-style-type: none"> Accounting records (<i>normally taken to mean records which enable a company's accurate financial position to be ascertained & which give a true and fair view of the company's financial state</i>) <p>[NB <u>specific ambit to be advised by an accountancy expert</u>]</p> <ul style="list-style-type: none"> Tax returns VAT returns Budget and internal financial reports 	<p>Minimum – 3 years for private UK companies (except where still necessary for tax returns) Minimum – 6 years for UK charities (and public companies) from the end of the financial year in which the transaction took place Internationally: can be up to 20 years depending on local legal/accountancy requirements</p> <p>Minimum – 6 years</p> <p>Minimum – 6 years</p> <p>Minimum – 3 years</p>
<p><u>CONTRACTS AND AGREEMENTS</u></p> <ul style="list-style-type: none"> Signed or final/concluded agreements (<i>plus any signed or final/concluded variations or amendments</i>) Deeds (or contracts under seal) 	<p>Minimum – 7 years from completion of contractual obligations or term of agreement, whichever is the later</p> <p>Minimum – 13 years from completion of contractual obligation or term of agreement</p>
<p><u>INTELLECTUAL PROPERTY RECORDS</u></p> <ul style="list-style-type: none"> Formal documents of title (trade mark or registered design certificates; patent or utility model certificates) Assignments of intellectual property to or from the school IP / IT agreements (including software licenses and ancillary agreements eg maintenance; storage; development; coexistence agreements; consents) 	<p>Permanent (in the case of any right which can be permanently extended, eg trade marks); otherwise expiry of right plus minimum of 7 years.</p> <p>As above in relation to contracts (7 years) or, where applicable, deeds (13 years).</p> <p>Minimum – 7 years from completion of contractual obligation concerned or term of agreement</p>

<p><u>EMPLOYEE / PERSONNEL RECORDS</u></p> <ul style="list-style-type: none"> • Single Central Record of employees • Contracts of employment • Employee appraisals or reviews • Staff personnel file • Payroll, salary, maternity pay records • Pension or other benefit schedule records • Job application and interview/rejection records (unsuccessful applicants) • Immigration records • Health records relating to employees • DBS Certificates 	<p><i>NB this will contain personal data</i> Keep a permanent record of all mandatory checks that have been undertaken (but not DBS certificate itself: 6 months as above)</p> <p>7 years from effective date of end of contract.</p> <p>Duration of employment plus minimum of 7 years As above, but <u>do not delete any information which may be relevant to historic safeguarding claims.</u></p> <p>Minimum – 6 years</p> <p>Possibly permanent, depending on nature of scheme</p> <p>Minimum 6 months but no more than 1 year</p> <p>Minimum – 4 years</p> <p>7 years from end of contract of employment With consent for duration of employment for safeguarding audit purposes</p>
<p><u>INSURANCE RECORDS</u></p> <ul style="list-style-type: none"> • Insurance policies (will vary – private, public, professional indemnity) • Correspondence related to claims/ renewals/ notification re: insurance 	<p>Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim.</p> <p>Minimum – 7 years</p>
<p><u>ENVIRONMENTAL & DATA HEALTH RECORDS</u></p> <ul style="list-style-type: none"> • Maintenance logs • Accidents to children • Accident at work records (staff) • Staff use of hazardous substances 	<p>10 years from date of last entry 25 years from birth (unless safeguarding incident)</p> <p>Minimum – 4 years from date of accident, but review case-by-case where possible</p> <p>Minimum – 7 years from end of date of use</p>

<ul style="list-style-type: none"> • Risk assessments (carried out in respect of above) • Data Protection records documenting processing activity, data breach 	<p>7 years from completion of relevant project, incident, event or activity.</p> <p>No limit: as long as up to date and relevant (as long as no personal data held)</p>
--	---

Author: Keith Eldridge, Bursar
Sign off: Matthew Judd, Head
Reviewed: February 2019
Next Review Date: February 2021
Publication: Z:\Policies\Current Policies\Data Retention Policy
V:\School Policies\Data Retention Policy
<http://www.leightonpark.com/About/Policies>