

## **Data Retention Policy**

### **Background and rationale**

The General Data Protection Regulations (2018) apply to all personal and personal sensitive information processed and held in school either electronically or in hard copy. Maple Tree School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school.

### **Aims of the policy**

The aim of the policy is to ensure that all records created, received or maintained within the school are stored appropriately, retained for the appropriate length of time and disposed of in a secure manner.

### **Scope of the Policy**

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

- Records are defined as those documents which facilitate the business carried out by the school 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.
- A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

### **Responsibilities**

- The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Head Teacher has overall responsibility for this policy.
- The Data Protection Leads will give guidance for good records management practice and will promote compliance with this policy to ensure that information can be retrieved easily, appropriately and in a timely manner.
- Individual school staff must ensure that the records for which they are responsible are accurate, and are maintained and disposed of in line with the Information and Records Management Society Retention Guidelines for Schools.

### **Safe Disposal of Records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a shredder. Any other records should be put in the confidential waste bin, or sealed confidential waste bags, to be collected by an approved contractor. No personal or sensitive information should be put in waste bins or a skip.

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

## **Transfer of Information**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

## **School Closures**

Should the school close there will be records which will need to be stored until they work out their statutory retention periods. It is the responsibility of the Local Authority to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There may be a number of different reasons why a school has closed and this may affect where the records need to be stored.

- If the school has been closed and the site is being sold or reallocated to other use then the Local Authority should take responsibility for the records from the date the school closes.
- If the school closes and subsequently becomes an Academy, the records relating to the current pupil intake will be transferred to the Academy, but all other records become the responsibility of the Local Authority.

## **Retention Guidelines**

The school follows the Document Retention Schedule issued by the Information and Management Records Society. Some of the guidelines are statutory, others are best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act and the Freedom of Information Act 2000.

This policy will be monitored through:

- Senior Leadership meetings
- Governing Body meetings

Related policies and documents:

- Data Protection Policy
- Child Protection and Safeguarding Policy

This policy will be reviewed 3 yearly and additionally in the case of the following:

- Serious or frequent breaches of the Data Retention Policy
- New guidance from the Information and Management Records Society
- Advice from the Local Authority or Police

## **Data Protection Leads**

The Data Protection Leads are responsible for overseeing data protection within the school. This responsibility is shared across the school between the School Business Manager, Deputy Head and the GDPR Governor.

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GDPR Governor: