

Brackenhill Primary School



General Data Protection Regulation (GDPR)

Approved by: Julie Hields (Chair
of Governors)

Date:

Last reviewed on:

Annual review due:

The School's Aims and Values

We aim to prepare our children to contribute positively to our diverse and changing society, by fostering the pursuit of excellence in academic, practical and physical skills, and by developing the quality of mind, body and spirit so that all acquire a sense of responsibility, awareness of right and wrong, effective social skills and high self-esteem.

We strive to provide a secure and caring environment in which all children are valued, stimulated and motivated.

We have high expectations of all our children and endeavour to develop close partnerships with their parents/carers to fulfil these expectations.

Introduction

Everybody has a right to have their personal information kept confidential, this includes the children who attend **Brackenhill Primary School** and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

Why Is Brackenhill Primary School Required To Issue This Information

The school is classed as a Data Processor because the school processes data, for example it shares some attainment data with the Department for Education. Because the school also decides to have some internal systems, such as having systems to make sure the school treats everybody equally, then the school is also a Data Controller. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

Why Do We Keep Data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep children safe and healthy (protecting pupils' welfare)
- To make sure that we give equal treatment to all children
- To support the social life of the school community

The school receives most data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for families for *consent* to our using other data, such as photographs.

Keeping Your Information Private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. Any desktop computers that have sensitive information on are also protected with passwords and encryption. Our server is kept secure, the hard disks do not leave the school. The members of staff

do not share passwords or leave equipment or paper records in vulnerable places. The school has a robust policy on the use of mobile phones and cameras.

The school receives confirmation from other parties who have access to pupil data (for example a company may help the school to analyse pupil attainment) that they comply with the General Data Protection Regulation.

To help keep children safe it is important that the adults looking after children know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

The school has asked Mrs Ishtiaq, (Headteacher) and Mrs Driver (School Business Manager) to look after pupils' information. We also have an appointed Data Protection Officer. A governor who forms part of the Governing Body is also allocated the responsibility of looking after pupils' information.

Families' Data

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your children are getting on in school

The school will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 1 and 2 to sign an Acceptable Use Policy. The children and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

Data Retention and Disposal

See Appendix 1 for details of how long information specific information is retained for by Brackenhill Primary School.

Description	Record	Retention Period	Action	Citation
Financial Management	Records documenting the development and establishment of the Finance Strategy.	Superseded + 10 years	Review or Archive Value	n/a
	Records documenting the monitoring of performance against the organisation KPIs core data	Current financial year + 1 year	Destroy	n/a
	Records documenting the monitoring of performance against the organisation KPIs reports	Current financial year + 10 years Last action on audit + 6 years	Review or Archive Value	n/a
Financial Audit	Records documenting the conduct and results of financial audits, and action taken to address	Current financial year + 6 years	Destroy	1980 c.58
Financial Accounting	Records documenting the issue of sales invoices and the processing of incoming payments	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records documenting the receipt and payment of purchase invoices	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records of the handling of petty cash	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records of the receipt and processing of students' fees	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58
	Records documenting the preparation of the organisations statutory accounts	Current financial year + 6 years	Destroy	1980 c.58
	Annual accounts	Closure of account + 6 years	Archive	1970 c.9
	Records of opening, closing and routine administering of bank accounts	Current financial year + 6 years	Destroy	1980 c.58

Description	Record	Retention Period	Action	Citation
	Records of standing order, direct debits	Life of instruction + 6 years	Destroy	1980 c.58
	Records of routine bank account deposits/ withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	Destroy	1980 c.58 1970 c.9
	Records of the processing of internal accounting transactions between operating unitys (i.e. cross-charges)	Current financial year + 1 year	Destroy	n/a
Management Accounting	Records documenting analyses of the internal deployment of the organisation's financial resources	Current financial year +1 year	Destroy	n/a
	Management Account Journals	Current financial year + 6 years	Destroy	n/a
	Financial systems documentation	Life of system	Destroy	n/a
	Financial Statement	Permanently	n/a	n/a
Budget management	Preparation of annual operating budgets	Current financial year + 1 year	Destroy	n/a
	Monitoring of income and expenditure against annual operating budgets, and action take to deal with variances	Current financial year + 1 year	Destroy	n/a
Funding administration	Administering annual funding allocations from appropriate statutory funding bodies (inc correspondence, invoices)	Current financial year + 10 years	Destroy	n/a
Payroll Administration	Calculation and payment of payroll payments to employees	Current tax year + 6 years	Destroy	1970 c.9 1980 c.58 1993/774 1999/584
	Employees' authorisation for non-statutory payroll deductions e.g. gym membership, nursery vouchers, travel loans, etc	Current tax year + 6 years	Destroy	1980 c.587
	Records documenting the operation of the statutory sick pay scheme	Current tax year + 3 years	Destroy	1982/894

Description	Record	Retention Period	Action	Citation
	Records documenting the operations of statutory maternity scheme	Current tax year + 3 years	Destroy	1986/1960
	Records documenting the payment and/or reimbursement of employees' and Board members' expenses	Current financial year + 6 years Current financial year + 2 years	Destroy	1970 c.9 1980 c.58
	Payroll reconciliation	Termination of employment + 75 years	Destroy	
Pension Administration	Records documenting payments of the organisation's employer's contributions to pensions schemes for its employees	Termination of employment + 75 years	Destroy	1980 c.58
	Records of payment of employee's contribution to pension schemes	Current tax year + 6 years	Destroy	1980 c.58
Tax Management	Records documenting the preparation and filing of the organisation's tax returns	Current tax year + 6 years	Destroy	1994 c.23
	Assessment of tax liabilities	Current tax year + 6 years	Destroy	1994 c.23
	VAT account	Current tax year + 3 years	Destroy	1994 c.23
	PAYE/Nl/returns on subcontractors	Commencement of policy + 40 years	Destroy	1970 c.9
Insurance Management Policy	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: Employers' Liability insurance (organisations has exemption certificate)	Commencement of policy + 40 years OR Renewal of policy + 40 years	Destroy	1980 c.58
	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance	Expiry of policy + 6 years	Destroy	1980 c.58
	Records documenting claims made under insurance policies: property and other	Settlement of claim + 6 years	Destroy	1980 c.58

Description	Record	Retention Period	Action	Citation
	claims	OR Withdrawal of claim + 6 years		
	Records documenting claims made under insurance policies: liability/personal injury/nurture claims	Permanent	N/A	1980 c.58
Asset Management	Valuation of capital assets	Current financial year + 6 years	Review for Archive	1970 c.9
	Records documenting the disposal of capital assets	Disposal financial year + 6 years	Review for Archive	1970 c.9 1980 c.58
Supplier approval	Records documenting supplier evaluation criteria	Superseded + 5 years	Destroy	n/a
	Records documenting invitation to prospective suppliers to apply for approval	Expiry of invitation OR Rejection of application + 6 months completion of approval	Destroy	n/a
	Records documenting the evaluation of applications for approval for prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval	Destroy	n/a
	Records documenting the evaluation of applications for approval from prospective suppliers, an notification of the outcome: rejected suppliers	Rejection + 1 year	Destroy	n/a
	Supplier database	While current	Destroy	n/a
Supply contract tendering	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers	Award of supply contract + 1 year	Destroy	191/2680 1993/3228 1995/201
	Records documenting invitation to tender and tender evaluation criteria	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201

Description	Record	Retention Period	Action	Citation
	Records documenting the issues of Invitation to Tender and handling of incoming tenders	Award of supply contract + 1 year	Destroy	1991/2680 1993/3228 1995/201
	Records documenting the evaluation of tenders, the conduct of negotiations with tenders and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year	Destroy	1991/2680 1993/3228 1995/201
	Records documenting the evaluation of tenders the conduct of negotiations with tenders and the notification of the results of the tender evaluation process: accepted tenders	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201
	Contract aware report (as required by the regulations cited)	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201
	Statistical reports on contracts awarded (as required by external financial regulations)	Date of creation + 3 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201
Supply contract management	Records documenting variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Destroy	1980 c.58
	Records documenting the monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Destroy	1980 c.58
Purchasing administration	Records documenting purchasing authorisation limits.	Superseded + 1 year	Destroy	n/a
	Records document internal authorisation for procurement.	Current financial year + 1 year	Destroy	n/a
Strategy, policies and procedures	HR Strategy: Master copy	Permanent	Retain	
	HR Strategy: Working papers	Adoption + 2 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
	HR Policies	Superseded + 5 years	Destroy	n/a
	HR Policies: Working papers	Adoption + 2 years	Destroy	n/a
	HR Procedures and guidance	Adoption + 2 years	Destroy	n/a
	HR Procedures and Guidance working papers	Adoption + 2 years	Destroy	n/a
Workforce Planning	Assessment and analysis of workforce requirements and the identification and evaluation of options for meeting requirements	Creation + 5 years	Review	1980 c.58 s.2
	Records documenting management succession or restructuring plans	Superseded + 5 years	Review	n/a
	Records documenting the internal analysis and discussion for the creation of a new post	Creation + 3 years	Destroy	n/a
	Job evaluation exercises: working papers	Completion + 1 year	Destroy	n/a
	Job evaluation exercises: results	Completion + 10 years	Destroy	n/a
Recruitment	Individual job description and personal specification	Termination + 6 years	Destroy	n/a
	Grading of individual jobs: outcomes	Superseded + 10 years	Destroy	n/a
	Grading of individual jobs: correspondence and working papers	Upon advertisement of post	Destroy	n/a
	Authorisation to recruit	Completion of appointment + 5 years	Destroy	n/a
	Advertisement of vacancies; working papers	Appointment of successful candidate + 6 months	Destroy	1975 c.65 1976 c.74 1995 c.50
	Advertisement text (screenshot)	Termination of employment in role	Destroy	n/a

Description	Record	Retention Period	Action	Citation
	Enquiries about vacancies and requests for application forms	Completion of appointment + 6 months	Destroy	n/a
	Review/short listing of applicants	Completion of appointment + 5 years	Destroy	n/a
	Selection of staff: interview notes, test results (successful and unsuccessful candidates)	Completion of appointment + 6 years	Destroy	n/a
	Application forms (excluding equal opportunities monitoring form) and CVs: successful candidates	Retain for 6 years after termination of employment.	Destroy	1980 c.58 s.2
	Application forms and CVs: unsuccessful candidates	Completion of appointment + 6 months	Destroy	n/a
	References successful candidates	Provision of references + 6 months	Destroy	n/a
	References unsuccessful candidates	Completion of appointment + 6 months	Destroy	n/a
	Recommendation to recruit individual	Completion of appointment + 5 years	Destroy	n/a
	DBS clearance documentation	Date of clearance + up to a maximum of 6 months (In exceptional circumstances this may be longer with consultation with DBS directly)	Destroy	DBS code of practice
	Clearance to work evidence	Retain for 6 years after termination of employment	Destroy	n/a
	Equal opportunities form	Immediately after information entered onto database	Destroy	n/a
	Equal opportunities database information	Entry + 10 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
	Equal opportunities regular statistical reports	Creation + 10 years	Destroy	n/a
	Equal opportunities ad hoc statistical reports	Creation + 2 years	Destroy	n/a
	Data for analyses of recruitment effectiveness	Analyses + 6 months	Destroy	n/a
	Analyses of recruitment effectiveness	Analyses + 3 years	Destroy	n/a
	Unsolicited applications	Reply + 6 months	Destroy	n/a
Training, development, induction and performance	Identification of staff development needs and the development of plans to meet those needs	Creation + 5 years	Review	1980 c.58 s.2
	Records documenting the development, overall delivery and assessment of induction or other training programme	Current year + 2 years	Destroy	n/a
	Feedback analysis of induction or other training programmes.	Current year + 2 years	Destroy	n/a
	Records documenting the administration of induction or other training sessions, including feedback forms	Current year + 1 year	Destroy	n/a
	Records documenting analyses of the impact of training and development programmes	Current year + 4 years	Destroy	n/a
	Probation review/reports	Current year + 2 years	Destroy	n/a
	Annual appraisal documents	Current year + 5 years	Destroy	n/a
	Quarterly appraisal documents	Current year + 2 years	Destroy	n/a
Remuneration and reward	Records documenting the development of the organisation's remuneration structure and strategy	Superseded + 6 years	Review	n/a
	Records documenting pay reviews	Creation + 6 years	Review	n/a

Description	Record	Retention Period	Action	Citation
	Records documenting reward and progression schemes	Creation + 6 years	Review	1980 c.58 s.2
	Records documenting individuals' wage/salary records	Creation + 6 years	Review	1980 c.58 s.2
Workforce Relations	Grievances: record of investigations where allegation are unsubstantiated	Conclusion of investigation + 6 months (a note may be retained showing the investigation took place but allegation was unsubstantiated)	Destroy	n/a
	Grievances: record of investigation and outcomes	Last action of investigation + 6 years	Destroy	1980 c.58 s.2
	Disciplinary: record of investigation where allegation are unsubstantiated	Conclusion of investigation + 6 months (a note may be retained showing investigation took place but allegation was unsubstantiated)	Destroy	n/a
	Disciplinary: Oral warnings	Date of issue + 1 year	Destroy	1980 c.58 s.2
	Disciplinary: written and other formal warnings	Retain for period stipulated when issued (usually date of issue + 1 year)	Destroy	1980 c.58 s.2
	Equality complaints handling (Human Resources related)	Last action of investigation + 6 years	Destroy	1980 c.58 s.2
	Workforce surveys and consultations	Completion of survey + 5 years	Review	n/a
	Workforce – individual responses to surveys	Completion of analysis	Destroy	n/a
	Workforce – summary of survey results	Completion of survey + 5 years	Review	n/a
	Performance assessment development	Life of assessment + 5 years	Review	n/a

Description	Record	Retention Period	Action	Citation
	Summary results of performance assessments (anonymous)	Current year + 3 years	Review	n/a
	Analysis of impact of performance assessments	Current year + 3 years	Review	n/a
Employee welfare	Development of welfare schemes and services	Current year + 3 years	Review	n/a
	Monitoring of hours worked	Date of record + 2 years	Destroy	S.I 1998/1833
	Referrals to Occupational Health provider by self or manager	Last treatment + 10 years	Destroy	n/a
Industrial relations	Recognition of union	(De)recognition + 6 years	Review	1980 c.58 s.2
	Agreements with unions	End of agreement + 10 years	Review	1980 c.58 s.2
	Routine communication including minutes of meetings	Current year + 20 years	Review	n/a
	Consultation and negotiations	Last action + 20 years	Review	n/a
Employee contract management	Contract of employment	Termination of employment + 6 years	Destroy	n/a
	Changes to terms and conditions	Termination of employment + 6 years	Destroy	n/a
	Records of termination of employment by resignation, redundancy (inc estimates), retirement, dismissal (excluding compromise agreements)	Termination of employment + 6 years	Destroy	1980 c.58 s.5
	Individual staff: statutory leave entitlement e.g. parental leave	Completion of entitlement + 6 years	Destroy	SI 1999/3312
	Income tax and National Insurance correspondence with HMRC	Termination of employment + 6 years	Destroy	n/a
	Statutory sick pay and statutory maternity pay	Current tax year + 3 years	Destroy	n/a
	Major injuries arising from workplace accidents, exposure to hazardous	Termination of employment + 40	Destroy	n/a

Description	Record	Retention Period	Action	Citation
	substances, disease	years		
	Compromise agreements and agreed forms of reference	Termination of employment + 40 years	Destroy	n/a
	Ex-staff records: pension files	Termination of employment + 75 years	Destroy	n/a
Pensions	Records documenting the organisation's relationships with pension schemes	End of relationship + 5 years	Destroy	1980 c.58 s.2
	Routine communications with the pension schemes	Creation + 5 years	Destroy	1980 c.58 s.2
	Individual staff pension information (inc opt in/out form)	Termination of employment + 6 years	Destroy	1980 c.58 s.2
	Records in relation to ex-staff now pensioners	Cessation of benefits + 12 years	Destroy	n/a
Management information	Senior HR team minutes and papers master set	Permanent	Retain	n/a
	Staff committee minutes and papers: master set	Permanent	Retain	n/a
	Statistics on staff turnover	Creation + 5 years	Destroy	n/a
	Benchmarking results for short term contracts	Creation + 10 years	Destroy	n/a
Contracts and agreements	Records documenting the negotiation, establishment and review of contracts and agreements between the organisation and third parties: agreements and contracts under seal (by deed)	Termination of contract + 12 years	Destroy	1980 c.58 s.8
	Records documenting the negotiation, establishment and review of contracts and agreements between the organisation and third parties: other contracts and agreements	Termination of contract + 6 years	Destroy	1980 c.58 s.8

Description	Record	Retention Period	Action	Citation
Legal Claims	Records documenting the provision of legal support and representation for the organisation in dealing with claims by or against the organisation which do not proceed to litigation or settlement by an agreement	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	Destroy	1980 c.58 s.8
	Records documenting litigation between the organisation and third parties where legal precedents are set	Life of organisation	Permanent	n/a
	Records documenting litigation between the organisation and third parties which does not set legal precedents	Settlement of case + 6 year	Destroy	1980 c.58 s.2 and s.5
Legal interpretation and advice (records documenting legal advice requested by, and provided to, the organisation, concerning)	Interpretation of legislation affecting the organisation's legal framework, governance, responsibilities or operations	Life of organisation	Permanent	n/a
	Proposals for new legislation affective the organisation's legal framework, governance, responsibilities or operations	Life of organisation	Permanent	n/a
	The organisation's relationships with government bodies and regulators	Life of organisation	Permanent	n/a
	Industrial relations issues	Life of organisation	Permanent	n/a
	Health, safety and environmental issues	Life of organisation	Permanent	n/a
	Records documenting legal advice on other matters requested by, and provided to, the organisation	Superseded + 5 years	Destroy	n/a
Property acquisition	Records documenting the acquisition of ownership of properties	Ownership of property	Destroy	n/a
	Deeds and certificates of title for properties owned by the institution	Ownership of property	Destroy	n/a
	Records documenting negotiations for properties where the property was not acquired	Closure of negotiations + 6 years	Destroy	1980 c.58
	Records documenting the acquisition of use of properties by lease or rental	Disposal of property + 6 years	Destroy	1980 c.58

Description	Record	Retention Period	Action	Citation
Property Disposal	Records documenting the disposal of properties	Disposal of property + 6 years	Destroy	1980 c.58
Legal Framework	Records documenting the establishment and development of the organisation's legal framework	Life of organisations	Permanent	n/a
Governing body/ Board Management	Records documenting the appointment of members of the governing body/board. This information will be retained by the Legal Services Board	Termination of appointment + 6 years	Destroy	1980 c.58 s.5
	Records documenting the provision of training and development for members of the governing body//board. This information will be retained by the Legal Services Board.	Date of creation + 3 years	Destroy	n/a
	Records documenting the arrangements of meetings of the governing body/Board.	Date of creation + 1 year	Destroy	n/a
	Records documenting the conduct and proceeding of meetings of the governing body/board, agenda, minutes and supporting papaers.	Date of creation + 50 years	Review	n/a
Board committee administration	Records documenting the development and establishment of terms of reference for committees.	Life of organisation	Permanent	n/a
	Records documenting the appointment of members of the committees.	Termination of appointment + 6 years	Destroy	1980 c.58 s.5
	Records documenting the provision of training and development committee members.	Termination of appointment + 6 years	Destroy	n/a
	Records documenting training undertaken by individual member of a committee	Termination of appointment + 6 years	Destroy	1980 c.58 s.2 and s.5
	Records documenting the arrangements for meetings of a committee.	Current year + 1 year	Destroy	n/a
	Records documenting the organisations of meetings of Board Committees	Date of creation + 1 year	Destroy	n/a
	Records documenting the conduct and proceedings of meetings of Board	Date of creation + 50 years	Review	n/a

Description	Record	Retention Period	Action	Citation
	committees, agenda, minutes and supporting papers			
Organisation committee administration	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee	Life of committee + 6 years	Destroy	1980 c.58 s.5
	Records documenting the appointment/election/designation of members of a committee	Termination of membership + 6 years	Destroy	1980 c.58 s.5
	Records documenting the arrangements for meetings of a committee	Current year + 1 year	Destroy	n/a
	Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers	Life of committee + 5 years	Destroy	n/a
	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current year + 5 years	Destroy	n/a
	Records documenting the appointment/election/designation of the organisation's senior officers	Termination of appointment + 6 years	Destroy	1980 c.58 s.5
Public interest disclosure (whistleblowing) investigation	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the public interest disclosure act 1998	Closure of case + 6 years	Destroy	1980 c.58 s.2 and s.5
Official external representation (the activities involved in representing the organisation officially on external bodies)	Records documenting the appointment/designation of staff to officially represent the organisation	Termination of representation	Destroy	n/a
Risk Management identification	Records documenting identified risks to the organisation and assessments of those risks	Superseded + 1 year	Destroy	n/a

Description	Record	Retention Period	Action	Citation
and assessment				
Business continuity planning	Records documenting identified risks to the organisation and assessments of those risks	Superseded + 1 year	Destroy	n/a
Internal and external audit management	Records documenting the planning of audits	Completion of Audit + 5 years	Destroy	n/a
	Records documenting the conduct of audits	Completion of Audit + 5 years	Destroy	n/a
	Records documenting the results of audits	Life of organisation	Permanent	n/a
	Records reviewing and responding to audit reports, including drawing up action plans to address issues raised	Life of organisation	Permanent	n/a
Organisation strategy development	Records documenting the development and establishment of strategy	Superseded + 10 years	Review	n/a
Organisation business planning	Records documenting the formulation of plans for implementing strategy	Superseded + 3 years	Review	n/a
Organisation policy and procedural development	Policy development working papers	Superseded + 2 years	Review	n/a
	Approved policy	Superseded + 10 years	Review	n/a
	Procedure development working papers	Superseded + 1 year	Review	n/a
	Approved procedure	Superseded + 5 years	Review	n/a
Case management	Complaint case file including case call recording	Closure/last contact + 1 year	Destroy	n/a
	Non-case call recording	Closure/last contact + 1 year	Destroy	n/a
Internal complaints	Complaints case file including case call recording	Closure/last contact + 1 year	Destroy	n/a
	Non-case call recording	Closure/last contact + 1 year	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Subject access requests (Data Protection Act)	Request for information	Closure/last contact + 1 year	Destroy	n/a
Freedom of information requests	n/a	n/a	n/a	n/a
Environmental information requests	n/a	n/a	n/a	n/a
Performance Management	Performance monitoring reports	Current year + 3 years	Review	n/a
	Performance monitoring data and analysis	Current year + 3 years	Review	n/a
	Audit reviews, results and responses	Current year + 3 years	Review	n/a
Quality Standards Management	Annual performance monitoring	Current year + 3 years	Review	n/a
	Internal reviews and audit	Current year + 3 years	Review	n/a
	Customer feedback: data and analysis	Current year + 3 years	Review	n/a
	Customer feedback: reports	Current year + 3 years	Review	n/a
	Development of the organisation's internal quality assurance processes.	Current year + 3 years	Review	n/a
	Conduct and results of internal and external review of research quality, and responses to the results	Current year + 3 years	Review	n/a
Research and enterprise	Records of the development, establishment and implementation of the organisation's research strategy	Superseded + 10 years	Review	n/a
	Records of strategy review (includes all data, reports and audit material)	Current year + 10 years	Destroy	n/a
	Announcements of research resulting in publication or through the media	Issue of announcement + 3 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
	Preparation of publications, presentations, demonstrations or other means of disseminating research results.	Publication / delivery + 3 years	Destroy	n/a
Project Management	Records documenting the management of internally-funded research projects (e.g. budgets staff etc.)	Completion of project + 3 years	Destroy	n/a
	Records documenting the management of externally-funded research projects (e.g. budgets, staff etc.)	Completion of project + 6 years (unless a longer period is required by sponsor contract)	Destroy	1980 c.58
Child Protection	Child Protection Files	DOB + 25 years	Destroy	2002 s.175 2004 SCiE
	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Destroy	2002 c.32
Governors	Minutes – Principle Set (Signed)	Permanent	Review	n/a
	Minutes – Inspection Copy	Date of Meeting + 3 Years	Destroy	n/a
	Reports	Date of report + 6 years	Review	n/a
	Annual parents meeting papers	Date of report + 6 years	Review	n/a
	Instruments of Government	Permanent	Retain	n/a
	Trusts and Endowments	Permanent	Retain	n/a
	Action Plans	Date of action plan + 3 years	Destroy	n/a
	Policy Documents	Expiry of policy	Review	n/a

Description	Record	Retention Period	Action	Citation
	Complaints Files	Date of resolution of complaint + 6 years	Destroy	n/a
	Annual reports required by the DFE	Date of Report + 10 years	Destroy	SI 2002 No1171
	Proposals for schools to become, or established as Specialist Status Schools	Current year + 3 years	Destroy	n/a
Admissions	Admissions – if the admission is successful	Admission + 1 year	Destroy	n/a
	Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	Destroy	n/a
	Admissions – Secondary Schools – Casual	Current year + 1 year	Destroy	n/a
	Admissions – Proof of address supplied by parents as part of the admissions process.	Current year + 1 year	Destroy	n/a
Pupils	Admissions Registers	Date of last entry + 6 years	Archive	n/a
	Attendance registers	Date of register + 3 years	Destroy	n/a
	Pupil files retained in school – Primary	Retain for the time which the pupil remains at primary school	Transfer to secondary school	n/a
	Pupil files retained in school – Secondary	DOB of the pupil + 25 years	Destroy	1980 c.58
	Special Educational Needs files, reviews and Individual Education Plans	DOB of pupil + 25 years	Destroy	n/a
	Correspondence relating to authorised absence and issues	Date of absence + 2 years	Destroy	n/a
	Any other records created in the course of contact with pupils	Current year + 3 years	Destroy	n/a
	Statement maintained under The Education Act 1996 – Section 342	DOB + 30 years	Destroy unless legal action is pending	2001 c.10
	Proposed statement or amended statement	DOB + 30 years	Destroy unless legal action is	2001 c.10

Description	Record	Retention Period	Action	Citation
			pending	
	Advice and information to parents regarding educational needs	Closure + 12 years	Destroy unless legal action is pending	2001 c.10
	Accessibility Strategy	Closure + 12 years	Destroy unless legal action is pending	2001 c.10
	Parental permission slips for school trips – where there has been no major incidents	Conclusion of trip	Destroy	n/a
	Parental permission slips for school trips – where there has been a major incident	DOB of the pupil involved in the incident + 25 years	Destroy	1980 c.58
	Records created by school to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	Date of Visit + 14 years	Review	n/a
	Records created by school to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	Date of Visit + 10 years	Review	n/a
	Walking bus registers	Date of register + 3 years	Destroy	n/a
Curriculum	School Development Plans	Current year + 6 years	Destroy	n/a
	Curriculum Returns	Current year + 3 years	Destroy	n/a
	Schemes of work	Current year + 1 year	Destroy	n/a
	Timetable	Current year + 1 year	Destroy	n/a
	Class Record Books	Current year + 1 year	Destroy	n/a
	Mark Books	Current year + 1 year	Destroy	n/a
	Record of Homework Set	Current year + 1 year	Destroy	n/a

Description	Record	Retention Period	Action	Citation
	Pupils Work	Current year + 1 year	Destroy	n/a
	Examination results	Current year + 6 years	Destroy	n/a
	SATS Records – Examination papers and results	Current year + 6 years	Destroy	n/a
	PAN Reports	Current Year + 6 years	Destroy	n/a
	Self-Evaluation Forms	Current year + 6 years	Destroy	n/a
School Meals	Dinner Registers	Current year + 3 years	Destroy	n/a
	School Meals Summary Sheets	Current year + 3 years	Destroy	n/a

Retention schedule citations

Acts of the UK Parliament

1957 c.31 Occupiers Liability Act 1957

1969 c.57 Employers' Liability (Compulsory Insurance) Act 1969

1970 c.9 Taxes Management Act 1970

1970 c.41 Equal Pay Act 1970

1974 c.37 Health and Safety at Work etc. Act 1974

1975 c.65 Sex Discrimination Act 1975

1976 c.74 Race Relations Act 1976

1980 c.58 Limitation Act 1980

1992 c.4 Social Security Contributions and Benefits Act 1992

1994 c.23 Value Added Tax Act 1994

1994 c.30 Education Act 1994

1995 c.50 Disability Discrimination Act 1995

2018 c.29 Data Protection Act 2018

2001 c.10 Special Educational Needs and Disability Act

1980 c.58 Limitation Act

Statutory instruments of the UK parliament

- S.I. 1977 / 500 The Safety Representatives and Safety Committees Regulations 1977
- S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981
- S.I. 1982 / 894 The Statutory Sick Pay (General) Regulations 1982
- S.I. 1986 / 1960 The Statutory Maternity Pay (General) Regulations 1986
- S.I. 1989 / 635 The Electricity at Work Regulations 1989
- S.I. 1989 / 682 The Health and Safety Information for Employees Regulations 1989
- S.I. 1989 / 1790 The Noise at Work Regulations 1989
- S.I. 1991 / 2680 The Public Works Contracts Regulations 1991
- S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992
- S.I. 1992 / 2793 The Manual Handling Operations Regulations 1992
- S.I. 1992 / 2932 The Provision and Use of Work Equipment Regulations 1992
- S.I. 1992 / 2966 The Personal Protective Equipment at Work Regulations 1992
- S.I. 1993 / 744 The Income Tax (Employments) Regulations 1993
- S.I. 1993 / 3228 The Public Services Contracts Regulations 1993
- S.I. 1995 / 201 The Public Supply Contracts Regulations 1995
- S.I. 1995 / 3163 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- S.I. 1996 / 341 The Health and Safety (Safety Signs and Signals) Regulations 1996
- S.I. 1996 / 972 The Special Waste Regulations 1996
- S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996
- S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997
- S.I. 1998 / 1833 The Working Time Regulations 1998
- S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998
- S.I. 1998 / 2307 The Lifting Operations and Lifting Equipment Regulations 1998
- S.I. 1999 / 3242 The Management of Health and Safety at Work Regulations 1999
- S.I. 1999 / 3312 The Maternity and Parental Leave etc. Regulations 1999
- S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002
- S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002
- S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002

Other provisions

- HMCE 700/21 HM Customs and Excise Notice 700/21: Keeping [VAT] records and accounts
- IR CA30 Statutory Sick Pay Manual for employers CA30
- UK General Data Protection Regulation