

Policy Name: DATA RETENTION POLICY
 Policy Type: Discretionary
 Issue Date: 6th June 2025
 To Be Reviewed: Biennially: 6th June 2027
 Approved by: Chief Executive Officer (CEO)
 Policy Owner: Chris Roberts

Glossary of Abbreviations and Acronyms used in this Policy

Chief Executive Officer	-	CEO.
Closed Circuit Television	-	CCTV.
Control of Substances Hazardous to Health Regulations	-	COSHH.
Department of Education	-	DfE.
Disclosure and Barring Service	-	DBS.
Data Protection Officer	-	DPO.
Education, Health and Care Plan	-	EHCP.
Independent Inquiry into Child Sexual Abuse	-	IICSA.
Information and Records Management Society	-	IRMS.
Information Technology	-	IT.
Looked After Children	-	LAC.
National Insurance	-	NI.
Pupil Premium	-	PP.
Trade Union	-	TU.
UK General Data Protection Regulation	-	UK GDPR.
Working Time Regulations	-	WTR.

1. **Policy Statement.** The Trust has a responsibility to maintain its records and record keeping systems. When doing this, the Trust will take account of the following factors:

- a. The most efficient and effective way of storing records and information;
- b. the confidential nature of the records and information stored;
- c. the security of the record systems used;
- d. privacy and disclosure; and
- e. accessibility of records and records keeping systems.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the Trust's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the Trust from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. The Trust may also vary any parts of this policy, including any time limits, as appropriate in any case.

2. **About this Policy.** This policy sets out how long employment-related and student data will normally be held by the Trust and when that information will be confidentially destroyed in compliance with the terms of the UK General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000. Data will be stored and processed to allow for the efficient operation of the Trust. The Trust's Data Protection Policy outlines its duties and obligations under the UK GDPR.

3. **Retention Schedule.** Information (hard copy and electronic) will be retained for at least the period specified in the Data Retention Schedule at Annex A. When managing records, the Trust will adhere to the standard retention times listed within that schedule. The schedule refers to all records regardless of the media (e.g. paper, electronic, microfilm, photographic, etc.) in/on which they are stored. All records will be regularly monitored by regular internal reviews.

4. **Destruction of Records.** The schedule is a relatively lengthy document listing the many types of records used by the Trust and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

5. Where records have been identified for destruction, they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances. All paper records containing personal information, or sensitive policy information should be shredded before disposal where possible. All other paper records should be disposed of by an appropriate wastepaper merchant. All electronic information will be deleted.

6. The Trust maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list the following:

- a. file reference (or another unique identifier);
- b. file title/description;
- c. number of files;
- d. name of the authorising officer;
- e. date destroyed or deleted from system; and
- f. person(s) who undertook destruction.

7. **Retention of Safeguarding Records.** Any allegations made that are found to be malicious must not be part of the personnel records.

8. For any other allegations made, the Trust must keep a comprehensive summary of the allegation made, details of how the investigation was looked into and resolved and any decisions reached. This should be kept on the personnel files of the accused.

9. Any allegations made of sexual abuse should be preserved by the Trust for the term of an inquiry by the Independent Inquiry into Student Sexual Abuse. All other records (for example, the personnel file of the accused) should be retained until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. Guidance from the

Independent Inquiry into Student Sexual Abuse states that prolonged retention of personal data at the request of an inquiry would not contravene data protection regulation provided the information is restricted to that necessary to fulfil potential legal duties that a Trust may have in relation to an inquiry.

10. Whilst the Independent Inquiry into Student Sexual Abuse is ongoing, it is an offence to destroy any records relating to it. At the conclusion of the inquiry, it is likely that an indication regarding the appropriate retention periods of the records will be made.

11. **Archiving.** Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. A database of the records sent to the archives is maintained by the Data Protection Officer (DPO). The appropriate staff member, when archiving documents should record in this list the following information:

- a. file reference (or another unique identifier);
- b. file title/description;
- c. number of files; and
- d. name of the authorising officer.

12. **Transferring Information to Other Media.** Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media or virtual storage centres (such as cloud storage). The lifespan of the media and the ability to migrate data where necessary should always be considered.

13. **Responsibility and Monitoring.** The DPO has primary and day-to-day responsibility for implementing this policy. The DPO, in conjunction with the Trust is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The DPO will consider the suitability and adequacy of this policy and report improvements directly to the Chief Executive Officer (CEO).

14. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

15. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

16. **Emails.** Email accounts are not a case management tool in itself. Generally, emails may need to fall under different retention periods (for example, an email regarding a health and safety report will be subject to a different time frame to an email which forms part of a student record). It is important to note that the retention period will depend on the content of the email, and it is important that staff file those emails in the relevant areas to avoid the data becoming lost.

17. **Student Records.** All Trusts, with the exception of independent Trusts, are under a duty to maintain a student record for each student. Early Years will have their own separate record keeping requirements. If a student changes Trusts, the responsibility for maintaining the student record moves to the next Trust. We retain the file for a year following transfer in case any issues arise as a result of the transfer. We may delay destruction for a further period where there are special factors such as potential litigation.

18. **Changes to this policy.** We may change this policy at any time. Where appropriate, we will notify data subjects of those changes.

Annex:

A. Data Retention Schedule.

Data Retention Schedule

File Description	Retention Period
Employment Records	
Job applications and interview records of unsuccessful candidates.	Six months after notifying unsuccessful candidates, unless the Trust has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained.
Job applications and interview records of successful candidates.	Six years after employment ceases.
Employee Health Information.	40 years from end of employment.
Written particulars of employment, contracts of employment and changes to terms and conditions.	Six years after employment ceases
Right to work documentation including identification documents.	Six years after employment ceases.
Immigration checks.	Two years after the termination of employment.
DBS checks and disclosures of criminal records forms.	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than six months.
Payroll records.	Permanently.
Change of personal details notifications.	Six years after employment ceases.
Emergency contact details.	Destroyed on termination.
Personnel records.	Six years after employment ceases (Limitation Act 1980).
Annual leave records.	Six years after the end of tax year they relate to.
Consents for the processing of personal and sensitive data.	For as long as the data is being processed and up to six years afterwards.
Working Time Regulations (WTR): <ul style="list-style-type: none"> • Opt out forms. • Records of compliance with WTR. 	Six years after end of employment.
Disciplinary records.	Six years after employment ceases.
Training.	Six years after employment ceases or length of time required by the professional body.
Staff training where it relates to safeguarding or other child related training.	Date of the training plus 40 years (this retention period reflects that the IICSA may wish to see training records as part of an investigation).
Annual appraisal/assessment records.	Current year plus six years.
Professional Development Plans.	Six years from the life of the plan.
Allegations of a child protection nature against a member of staff including where the allegation is founded.	Ten years from the date of the allegation or the person's normal retirement age (whichever is

File Description	Retention Period
	longer). This should be kept under review. Malicious allegations should be removed.
Financial and Payroll Records	
Pension records.	Twelve years.
Retirement benefits schemes – notifiable events (for example, relating to incapacity).	Six years from the end of the scheme year in which the event took place.
Payroll and wage records.	Six years after end of tax year they relate to (Taxes Management Act 1970; Income and Corporation Taxes 1988).
Maternity/Adoption/Paternity Leave records.	Three years after end of tax year they relate to.
Statutory Sick Pay.	Three years after the end of the tax year they relate to.
Current bank details.	Until updated plus three years.
Bonus Sheets.	Current year plus three years.
Time sheets/clock cards/flexitime.	Current year plus three years.
Pupil Premium (PP) Fund records.	Date student leaves the provision plus six years.
National Insurance (NI) (schedule of payments).	Current year plus six years (Taxes Management Act 1970; Income and Corporation Taxes 1988).
Insurance.	Current year plus six years (Taxes Management Act 1970; Income and Corporation Taxes 1988).
Overtime.	Current year plus three years (Taxes Management Act 1970; Income and Corporation Taxes 1988).
Annual accounts.	Current year plus six years.
Loans and grants managed by the trust.	Date of last payment on the loan plus twelve years.
All records relating to the creation and management of budgets.	Life of the budget plus three years.
Invoices, receipts, order books and requisitions, delivery notices.	Current financial year plus six years as per the Companies Act 2006.
Student Grant Applications.	Current year plus six years.
Pupil Premium Fund records.	Date student leaves the trust plus six years.
Free trust meals registers (where the register is used as a basis for funding).	Current year plus six years.
Trust meal registers and summary sheets.	Current year plus three years.
Agreements and Administration Paperwork	
Collective workforce agreements and past agreements that could affect present employees.	Permanently.
Trade Union (TU) agreements.	Ten years after ceasing to be effective.
Trust Development Plans.	Three years from the life of the plan.
Visitors Book and Signing In Sheets.	Six years.
Newsletters and circulars to staff, parents and students.	One year (and the trust may decide to archive one copy).
Minutes of Senior Management Team meetings.	Date of the meeting plus three years or as required.
Reports created by Senior Management Teams.	Date of the report plus a minimum of three years or as required.

File Description	Retention Period
Records relating to the creation and publication of trust prospectuses.	Current academic year plus three years.
Health and Safety Records	
Health and Safety consultations.	Permanently.
Health and Safety Risk Assessments.	Life of the risk assessment plus three years.
Health and Safety Policy Statements.	Life of policy plus three years.
Any records relating to any reportable death, injury, disease or dangerous occurrence.	Date of incident plus three years provided that all records relating to the incident are held on personnel file.
Accident reporting records relating to individuals who are under eighteen years of age at the time of the incident.	Until the student reaches the age of 21.
Accident reporting records relating to individuals who are over eighteen years of age at the time of the incident.	Accident book should be retained three years after last entry in the book. (Social Security (Claims and Payments) Regulations 1979; Social Security Administration Act 1992; Limitation Act 1980).
Fire precaution logbooks.	Current year plus three years.
Medical records and details of: <ul style="list-style-type: none"> • control of lead at work, • employees exposed to asbestos dust, • records specified by the Control of Substances Hazardous to Health Regulations (COSHH). 	40 years from the date of the last entry made in the record (Control of Substances Hazardous to Health Regulations (COSHH); Control of Asbestos at Work Regulations).
Records of tests and examinations of control systems and protection equipment under COSHH.	Five years from the date on which the record was made.
Temporary and Casual Workers	
Records relating to hours worked and payments made to workers.	Three years.
Governing Body Documents	
Instruments of government.	For the life of the trust.
Meetings schedule.	Current year.
Minutes – principal set (signed).	Generally kept for the life of the organisation.
Agendas – principal copy.	Where possible the agenda should be stored with the principal set of the minutes.
Agendas – additional copies.	Date of meeting.
Policy documents created and administered by the governing body.	Until replaced.
Register of attendance at meetings.	Date of last meeting in the book plus six years.
Annual reports required by the Department of Education (DfE).	Date of report plus ten years.
Records relating to complaints made to and investigated by the governing body/ies, Chief Executive Officer (CEO) or Headteachers.	Major complaints: current year plus six years. If negligence involved: current year plus fifteen years. If child protection or safeguarding issues are involved, then: current year plus 35 years.
Correspondence sent and received by the governing body/ies, CEO or Headteachers.	General correspondence should be retained for current year plus three years.

File Description	Retention Period
Records relating to the terms of office of serving trustees/governors, including evidence of appointment.	Date appointment ceases plus six years.
Register of business interests.	Date appointment ceases plus six years.
Records relating to the training required and received by trustees/governors.	Date appointment ceases plus six years.
Records relating to the appointment of a clerk to the board of trustees/governing body.	Date on which clerk appointment ceases plus six years.
Trustee/Governor personnel files.	Date appointment ceases plus six years.
Student Records	
Details of whether admission is successful/unsuccessful.	One year from the date of admission/non-admission.
Proof of address supplied by parents/carers as part of the admissions process.	Current year plus one year.
Admissions register.	Entries to be preserved for three years from date of entry.
Student Record.	Primary – Whilst the child attends the trust. Secondary – until the child reaches the age of 25 (Limitation Act 1980). Looked After Children (LAC) retained for 75 years.
Attendance Registers.	Three years from the date of entry.
Correspondence relating to any absence. (authorised or unauthorised).	Current academic year plus two years (Education Act 1996).
Special Educational Needs files, reviews and Education, Health and Care Plan (EHCP), including advice and information provided to parents/carers regarding educational needs and accessibility strategy.	Date of birth of the student plus 31 years (Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional six years from the end of the plan). (Children and Family's Act 2014; Special Educational Needs and Disability Act 2001).
Child protection information (to be held in a separate file).	DOB of the child plus 25 years then review. Note: These records will be subject to any instruction given by IICSA.
Exam results (student copy).	One – twenty years from the date the results are released.
Allegations of sexual abuse.	For the time period of an inquiry by the Independent Inquiry into Child Sexual Abuse.
Records relating to any allegation of a child protection nature against a member of staff.	Until the accused normal retirement age or ten years from the date of the allegation (whichever is the longer).
Consents relating to trust activities as part of UK GDPR compliance (for example, consent to be sent circulars or mailings).	Consent will last whilst the student attends the trust.
Student's work.	Where possible, returned to student at the end of the academic year. Otherwise, the work should be retained for the current year plus one year.
Mark books	Current year plus one year.

File Description	Retention Period
Schemes of work.	Current year plus one year.
Timetable.	Current year plus one year.
Class records.	Current year plus one year.
Record of homework set.	Current year plus one year.
Photographs of students.	For the time the child is at the trust and for a short while after. Please note select images may also be kept for longer (for example to illustrate history of the trust).
Parental consent forms for trust trips where there has been no major incident.	End of the trip or end of the academic year (subject to a risk assessment carried out by the trust).
Parental permission slips for trust trips where there has been a major incident.	Date of birth of the student involved in the incident plus 25 years. Permission slips for all the students on the trip should be retained to demonstrate the rules had been followed for all students.
Other Records	
Emails.	Five years.
Closed Circuit Television (CCTV).	One calendar month.
Privacy notices.	Until replaced plus six years.
Inventories of furniture and equipment.	Current year plus six years.
All records relating to the maintenance of the trust carried out by contractors or employees of the trust.	Whilst the building belongs to the trust.
Records relating to the letting of trust premises.	Current financial year plus six years.
Records relating to the creation and management of Parent Teacher Associations and/or Old Students Associations.	Current year plus six years then review.
Referral forms.	While the referral is current.
Contact data sheets.	Current year then review, if contact is no longer active then destroy.
Counsellor case notes.	Information will be securely managed seven years post a student's 18 th birthday e.g. if a student started counselling in year 9, records could be stored up to 12 years, unless a student invokes their right to have those records destroyed before this date.