

# Belmont Park Special School Records Retention Schedule

## Introduction

This retention schedule describes the time periods for which records should be retained by the School in order to comply with operational and legal requirements, including data protection legislation. The retention periods given in this document are taken largely from the guidelines from the Information and Record Management Society. Please note that the default action to be taken at the end of the retention period is the secure destruction or deletion of the record. Exceptions to this are where the retention period is described as “permanent” (ie the record will never be destroyed), or where “refer to archives” is mandated.

All records created and held by the School, both in paper and electronic form, and including data held in databases are subject to retention policies. Where a record contains person identifying information the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Education Data Protection Officer Service.

Unstructured information systems Email must not be used for storing School records, as all emails will be deleted after a specified period. Emails that constitute a record which needs to be retained, including those containing person identifying information, must be stored in an appropriate filing system relevant to their confidentiality or criticality. Shared drives or other unstructured information storage solutions (including cloud based storage) used to store any School record should be managed in accordance with this schedule, however where those records contain person identifying information the retention periods must be followed.

Records should be destroyed at the expiry of the retention period, along with any back-up copies or those stored on alternative media (e.g. microfilm). This will ensure compliance with the Data Protection and Freedom of Information Acts. However, where there is the possibility of litigation, the records and information likely to be affected should not be amended or destroyed until the threat of litigation has been removed.

When records identified for disposal are destroyed, a register of such records needs to be kept. For further advice contact your directorate representative or the Corporate Legal team. Enough details should be retained to identify exactly which records have been destroyed. It is not sufficient to document that a quantity of records has been destroyed on a certain date.

Where your service holds information identified in the RRS but the Schedule identifies them as stored elsewhere, you have the following options:

- Amend the RRS (see above) if you consider your service should be recorded as retaining this information.

- Check that the service identified as holding the information has a copy and, if so, you are free to destroy your copy. If they don't have a copy, please forward the records to them.
- If necessary, seek advice from your Directorate Representative.

### **What not to keep – Routine Records**

Routine records do not need to be kept, unless they have some evidential value, e.g. a receipt. The following are examples of such records which are not covered by the RRS:

- Working papers which lead to a final report.
- Compliments slips,
- catalogues and trade journals,
- telephone message slips,
- Trivial email messages, appointment details, etc.
- notes unrelated to Council business,
- requests for stock,
- Out-of-date distribution lists.

### **Disclaimer**

This Schedule is intended for internal use only. Although staff may use it to assist external partners and customers, they should be advised that its accuracy cannot be guaranteed and no liability may arise from reliance upon this schedule. As stated above, the Schedule is a living document that is under regular review and amendment.

<b>Record Types / Process Content</b>	<b>Functions / Activities</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Period Starts</b>	<b>Lawful Basis for Processing Personal Data</b>
<b>Pupil and parent / carer information</b>					
SIMs data	School management information system School Electronic mail communication	Date of birth of pupil +25 years	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
Admissions information	School entry information	Retained in the school for 7 years from the last entry date then transferred to Archives	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
SEND records	SEN files	DOB of the pupil + 25 years	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
Safeguarding records	related guidance "Safeguarding Children in Education", September2004	DOB of the pupil + 25 years	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
Risk assessments	Methods to identify hazards and risk factors	Current year + 3years	Transfer to the secondary school (or other	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
Common Transfer Files	Secondary transfer information	Retain for the time which the pupil remains at the school	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
Class Registers	Class attendance records	Date of register + 3 years	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
<b>Health and Safety Information</b>					
Medical protocols	Medical methodology	DOB of child + 25 years	SECURE DISPOSAL	Term after departure from school	under performance of a task carried out in the public interest or in the exercise of official authority
Accident book / forms	Incident details for individual pupils and staff	DOB of child + 25 years or Date of incident + 7 years for Adults	SECURE DISPOSAL	End of school term	necessary for compliance with a legal obligation

<b>Staff Information</b>					
SIMS staff data	frequently accessed day-to-day staff records	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
Staff personnel files	frequently accessed day-to-day for information by the employer	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
Staff payroll files	frequently accessed day-to-day payroll records	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
Strictly Payroll Services	payroll information by the employer	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract + Equalities Monitoring
NQT Manager	frequently accessed day-to-day for information by the employer	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
Staff contact sheet	frequently accessed day-to-day staff contact information	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
EVOLVE	Educational visits online	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	necessary for compliance with a legal obligation
Staff accident forms	Records of staff accidents	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
Occupational Health referrals	employee health screenings records	Departure from school + 6 years	SECURE DISPOSAL	Term after departure from school	performance of Contract
<b>Services to Parents</b>					
Texting Service	SMS direct communication with parents.	Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Term after departure from school	performance of Contract
<b>Services to Governors</b>					
Contact details	Governor Information Member details	Current Governor term then review, if contact is no longer active then destroy	SECURE DISPOSAL	Term after departure from school	Explicit consent
<b>Learning Resources</b>					

Doddle	Interactive literacy resource	Retain for the time which the pupil remains at the special school	SECURE DISPOSAL	Term after departure from school	Performance of a task carried out in the public interest
Exam Boards	Interactive literacy resource	Retain for the time which the pupil remains at the special school	SECURE DISPOSAL	Term after departure from school	Performance of a task carried out in the public interest
I Achieve	Interactive literacy resource	Retain for the time which the pupil remains at the special school	SECURE DISPOSAL	Term after departure from school	Performance of a task carried out in the public interest
Class of your own - DEC course	web-based library management system Interactive literacy resource	Retain for the time which the pupil remains at the special school	Archive till departure from school	Term after departure from school	Performance of a task carried out in the public interest
Outside Agencies					
Tavistock	Confirm with school how they use these to process personal data or is this completed by these agencies as data processors, also ask school where pupil files would be kept	Retain for the time which the pupil remains at the special school			
Ed Psych		Retain for the time which the pupil remains at the primary school			