



CARDINAL
NEWMAN
CATHOLIC SCHOOL

Data Retention Policy

Dated: April 2020

Document Control:

A) Version History

Version	Status	Date	Author	Summary of Changes
1.0	Approved	11/01/2018	C. Connoll	
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1.2	Approved	17/01/2018	C. Connoll	Passed to GDPR workgroup
1.3	Approved	30/01/2018		Approved by GDPR workgroup. Passed to Governing Body for approval.
1.4	Approval	14/04/2020		Add Reference to MAC Data Protection Policy

B) Approval Control:

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The purpose of the retention Policy

The retention policy lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

Records that have reached their administrative end of life

i) Destruction 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.

ii) Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

iii) Transfer of 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. The lifespan of the media and the ability to migrate data where necessary should always be considered.

Records that are the subject of legal dispute

Where records are subject to legal or pending legal action the retention schedule is replaced with "Life time of the Legal Case, plus 25 year from the last action date" After this time the data should be destroyed unless otherwise stated by the schools legal or HR team.

MAC's Data Protection Policy

Please note the following policies:

MAC's Data Protection Policy can be found here: www.hcmac.co.uk/information

1.0 Governors schedule		Schedule Owner:	
		Headteacher and Chair of Governors	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes			
☐ <i>Principal set (signed)</i>		Permanent	Retain in school for 6 years from date of meeting
Agendas		Date of meeting	DESTROY
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school whilst school is open
Trusts and Endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	DESTROY
Policy documents		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints
Reports required by the Department for Education		Date of report + 10 years	Review for further retention or DESTROY

2.0 Management schedule		Schedule Owner: ?	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
All Correspondence created by Headteachers, Deputy Headteachers, heads of year/departments and other members of staff with administrative responsibilities		Date of correspondence + 3 years	DESTROY
Professional development plans		6 years	DESTROY
School development plans		6 years	Review

3.0 Pupils		Schedule Owner:	
		School Business Manager	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry then DESTROY
Attendance registers		Date of register + 3 years	DESTROY
Pupil record cards		DOB of the pupil + 25 years	DESTROY
Pupil files		DOB of the pupil + 25 years	DESTROY
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 52 year	DESTROY
Letters authorising absence		Date of absence + 2 years	DESTROY
Examination results			
<input type="checkbox"/> <i>Public</i>		Year of examinations + 6 years	DESTROY
<input type="checkbox"/> <i>Internal examination results</i>		Current year + 5 years	DESTROY
Any other records created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	SEN and Disability Act	DOB + 52 years	DESTROY unless legal action is pending
Proposed statement or amended statement	SEN and Disability Act	DOB + 52 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	SEN and Disability Act	12 years	DESTROY unless legal action is pending
Accessibility Strategy	SEN and Disability Act	DOB + 52 years	DESTROY unless legal action is pending
Records pass on from previous school or organisation.		DOB of the pupil + 25 years	DESTROY

4.0 Curriculum		Schedule Owner:	
		Headteacher	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum development		Current year + 6 years	DESTROY
Curriculum returns		Current year + 3 years	DESTROY
School syllabus		Current year + 1 year	DESTROY
Schemes of work		Current year + 1 year	DESTROY
Timetable		Current year + 1 year	DESTROY
Class record books		Current year + 1 year	DESTROY
Examination results		Current year + 6 years	DESTROY

5.0 Personnel		Schedule Owner:	
		School Business Manager	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay		Current year + 6 years	DESTROY
Staff Personal files		Termination + 3 years	DESTROY
Interview			
• Notes and recruitment records		Date of interview + 6 months	DESTROY
• Offer of employment (not accepted)		Date of interview + 6 months	DESTROY
• Offer of employment (accepted)		Date of Termination + 3 years	
Staff Photos for ID purposes		Date of Termination + 6 Months	DESTROY
Pre-employment vetting information (including CRB checks) for interview purposes	DBS Guidelines	Date of check + 6 months	DESTROY
Disciplinary proceedings:			
• <i>Oral warning</i>		Date of warning + 6 months	DESTROY
• <i>Written warning – level one</i>		Date of warning + 6 months	DESTROY
• <i>Final warning</i>		Date of warning + 18 months	DESTROY
Records relating to accident/injury at work		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records		Current year + 5 years	DESTROY
Maternity pay records	Statutory Maternity Pay Regulations	Current year, +3yrs	DESTROY
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	DESTROY

6.0 Health and Safety		Schedule Owner:	Headteacher and School Business Manager
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting	Social Security Regulations		
• <i>Adults</i>		Current year + 3 years	DESTROY
• <i>Children</i>		DOB + 25 years	DESTROY
COSHH		Current year + 10 years	Review
Incident reports		Current year + 20 years	DESTROY
Policy Statements		Date of expiry + 1 year	DESTROY
Risk Assessments		Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos		Last action + 40 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	DESTROY
Fire Precautions log books		Current year + 6 years	DESTROY

7.0 ICT Services		Schedule Owner:	
		School Business Manager, IT Network Manager	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Active Directory User Accounts including home area for; Headteacher, School Business Manager, Deputy Headteacher, HR Manager, Finance Manager, IT Manager, Contracts Manager, Procurement Manager		Disable Access from date of Termination. DESTROY from Date of Termination + 3 years	Archive then DESTROY
School Email account including online storage area for; Headteacher, School Business Manager, Deputy Headteacher, HR Manager, Finance Manager, IT Manager, Contracts Manager, Procurement Manager, SEND Manager		Disable Access from date of Termination. DESTROY from Date of Termination + 3 years	Archive then DESTROY
Active Directory User Accounts including home area.		Date of Termination	DESTROY
School Email account including online storage area.		Date of Termination	DESTROY
School SIMS Account		Date of Termination	DESTROY
School FMS Account	Finance	Disable Access	Archive
All other IT accounts and services		Date of Termination	DESTROY
Backup Data – Standard <ul style="list-style-type: none"> • Staff homeareas and pool drive • Student homeareas and teacher drive 		2 Months or 62 Days whichever is lowest.	Archive then DESTROY
Backup Data – Advanced <ul style="list-style-type: none"> • Leadership Drive • Cashless Catering Data 	Finance Data HR Data	6 Months or 186 Days whichever is lowest.	Archive then DESTROY
Backup Data – Advanced Plus	Long term data	12 Months	Archive

8.0 Administrative		Schedule Owner:	
		School Business Manager	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability certificate		Permanent whilst the school is open	DESTROY once the school has closed
School brochure/prospectus		Current year + 3 years	
Newsletters, Website Articles		Current year + 2 year	Review to see whether a further retention period is required then DESTROY
Visitors' book (Signing in and out)		Current year + 2 years	Review to see whether a further retention period is required

9.0 Finance		Schedule Owner:	School Business Manager, Finance Officer
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts	Financial Regulations	Current year + 6 years	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts		Contract completion date + 6 years	DESTROY
Copy orders		Current year + 2 years	DESTROY
Budget reports, budget monitoring etc		Current year + 3 years	DESTROY
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	DESTROY
Annual Budget and background papers		Current year + 6 years	DESTROY
Debtors' Records	Limitation Act	Current year + 6 years	DESTROY
Applications for free school meals, travel, uniforms etc		Whilst child at school	DESTROY
Student grant applications		Current year + 3 years	DESTROY
Free school meals registers	Financial Regulations	Current year + 6 years	DESTROY
Petty cash books	Financial Regulations	Current year + 6 years	DESTROY

10.0 Property		Schedule Owner:	Headteacher and School Business Manager
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title Deeds		Permanent	These should follow the property
Plans including Floor and Building		Permanent	Retain in school whilst operational then
Maintenance and contractors including meeting documents and plans	Financial Regulations	Current year + 6 years	DESTROY
Leases		Expiry of lease + 6 years	DESTROY
Lettings		Current year + 3 years	DESTROY
Maintenance log books		Last entry + 10 years	DESTROY
Contractors' Reports		Current year + 6 years	DESTROY

11.0 DfES		Schedule Owner:	
		Headteacher	
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	DESTROY
Circulars from DfES		Whilst operationally required	Review to see whether a further retention period is required