

DATA RETENTION POLICY		NB. for the purpose of this policy, the retention period refers to the number of whole academic years following the date of the data		
	Description of data	Notes	Retention period	Secure disposal required?
1.0	<b>GOVERNING BODY DATA</b>			
1.1	Agendas		indefinitely	
1.2	Minutes	May include confidential staff info. Inspection requirement is 3 years.	indefinitely	Secure disposal
1.3	Reports to GB	When referred to in the minutes	indefinitely	Secure if confidential info
1.4	Reports to GB	Not referred to in the minutes	6 years	Secure if confidential info
1.5	Articles and Memorandum of Association		indefinitely	n/a
1.6	Policy documents and action plans		life of document + 6 years	Secure if confidential info
1.7	Declarations of business interests and other signed policies		6 years	Secure disposal
1.8	Annual report		12 years	n/a
1.9	Complaints		Resolution + 6 years	Secure disposal
2.0	<b>SCHOOL MANAGEMENT</b>			
2.1	SLT minutes and reports	May include confidential staff info	3 years	Secure if confidential info
2.2	SIP/SEF/FIP		3 years	Secure if confidential info
2.3	General correspondence, letters		3 years	Secure if confidential info
2.4	School admissions records inc appeals		3 years	Secure disposal
2.5	Register of admissions		indefinitely	
3.0	<b>OPERATIONAL DATA</b>			
3.1	Marketing prospectus etc		3 years	n/a
3.2	Internal bulletins and coms		1 year	n/a
3.3	Parent/pupil newsletters and bulletins		1 year	n/a
3.4	Signing in records of staff and visitors		6 years	n/a
3.5	Minutes of PA and OGA/alumni meetings		6 years	n/a
3.6	Contact and professional details of OGA/alumni	consent required	indefinitely	n/a
4.0	<b>STAFF DATA</b>			
4.1	Staff application records and employee file	except see below	end of employment + 6 years	Secure disposal
4.2	Record of employment	start and end dates, last role, any disciplinary issues inc termination of contract	indefinitely	n/a
4.3	Staff application records where no appointment made		1 year	Secure disposal
4.4	Staff DBS certificates		6 months	Secure disposal
4.5	Staff performance records		6 years	Secure disposal
4.6	Payroll data		6 years	Secure disposal
4.7	Staff timesheets		6 years	Secure disposal
4.8	Maternity/paternity records		6 years	Secure disposal
4.9	Disciplinary and grievance records where case found	except see below	end of employment + 6 years	Secure disposal
4.10	Disciplinary relating to child protection issue with staff	where case found	10 years or normal retirement age, whichever longer	Secure disposal
4.11	Management warnings (pre-disciplinary)		6 months	Secure disposal
4.1	Mailboxes and User Accounts		Account disabled on leaving date, archive for 4 weeks	Delete after 3 months
5.0	<b>HEALTH AND SAFETY</b>			
5.1	Accident reporting	adults	6 years	Secure disposal
5.2	Accident reporting	children	25 years	Secure disposal

5.3	Asbestos records relating to areas where people may have had contact with asbestos		40 years	n/a
5.4	Risk assessments and fire check records		3 years	n/a
6.0	<b>FINANCIAL RECORDS</b>			
6.1	Annual audited accounts		6 years	n/a
6.2	Purchases, invoices, payments, receipts, banking, debt collection etc		6 years	Secure disposal
6.3	Employer liability certificate		indefinitely	
6.4	Other insurance certificates		3 years	n/a
6.5	Asset inventories and assets written off		6 years	n/a
6.6	Academy funding agreement and variations		indefinitely	
6.7	Property deeds, lease etc		until property sold / lease expires	
6.8	Contracts under seal		12 years from expiry	n/a
6.9	FSM data		6 years	Secure disposal
6.10	Lettings		6 years	n/a
7.0	<b>PUPIL DATA</b>			
7.1	Pupil education record		DOB + 25 years	Secure disposal
7.2	Examination records		6 years	Secure disposal
7.3	Examination certificates not collected		not retained - return to exam board	
7.4	Child protection data		DOB + 25 years	Secure disposal
7.5	Attendance records inc authorised absence letters		3 years	Secure disposal
7.6	SEND records, accessibility records, statements		DOB + 25 years	Secure disposal
7.7	Assessment data and analysis inc value added		6 years	Secure disposal
7.8	Mailboxes and User Accounts		Account disabled on leaving date, archive for 4 weeks	Delete after 3 months
8.0	<b>CURRICULUM AND EXTRA-CURRICULAR</b>			
8.1	Homework records		1 year	n/a
8.2	Mark books and records		6 years	Secure disposal
8.3	Schemes of work		1 year	n/a
8.4	Timetables		1 year	n/a
8.5	Pupil's work		1 year	n/a
8.6	Trip records inc permission slips	where there has been no major incident	1 year	Secure disposal
8.7	Trip records inc permission slips	where there has been a major incident	DOB + 25 years	Secure disposal
9.0	<b>STATUTORY RETURNS</b>			
9.1	Census data		6 years	n/a
9.2	ESFA returns		6 years	n/a
9.3	Local authority returns		6 years	n/a
9.4	Ofsted reports		12 years	n/a