



Our Mission Statement

Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs, to develop their full potential and improve their life chances.
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels.
- Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life.

Data Retention Policy

Co-ordinator: Mrs J Kingswood (Headteacher)
Start date: February 2016
Review date: February 2018 (or sooner in line with any new guidance)

Introduction

In accordance with the principles of the Data Protection Act 1998 and its own policy on Data Protection Granville Sports College will retain documentation and records only for a retention period applicable to the record in question.

This policy set out the types of records that school may hold, the period for which they will be retained and the method of disposal at the end of the retention period.

The Table below on retention periods has been drawn up from the retention guidelines in the Information and Records Management Society Record Management Toolkit for Schools (version 4 – May 2012). The school recognises that the Toolkit constitutes guidance and not a standard but recognises it as a model of good practice.

The section below on Retention of Personal Data reflects information displayed on the Information Commissioner Website; www.ico.org.uk

Retention of Personal Data

The Principle 5 of the Data Protection 1998 deals with retention of personal data and states that such data, processed for any purpose, shall not be kept longer than is necessary for that purpose or purposes.

In relation to all personal data it is important to;

- Review the length of time for which the data is retained;
- Consider whether the purposes(s) for which the information is held in deciding whether and for how long to retain it;
- Securely destroy/delete information that is no longer required for these purposes;

- Update, archive or securely destroy/delete information that goes out of date.

The unnecessary retention of personal data may cause significant problems;

- An increased risk that the information may go out of date or be used or relied on in error;
- Accuracy is more difficult to ensure as time passes;
- All retained information must be kept securely;
- All subject data access requests must be responded to.

It is good practice to regularly review all personal data held and to securely delete or destroy anything which is no longer needed. Information that does need to be retained but does not need to be regularly accessed should be safely archived/stored offline.

Retention of Documents

The Table references both documents that may contain personal data and those that may not. They are listed collectively for ease of reference and to ensure consistent good practice in relation to record keeping.

Basic file description	Retention period	Method of disposal
Child Protection		
Child Protection files	DOB + 25 years	Secure disposal
Allegation of a child protection nature against a member of staff, including where allegation is unfounded	Until that person's normal retirement age, or 10 years from the date of the allegation, whichever is the longer	Secure disposal
Governing Body		
Minutes: signed principle set	Permanent	
Minutes: Inspection copies	3 years from the date of the meeting	Secure disposal (shred if minutes contain sensitive personal information)
Agendas	Date of meeting	Secure disposal
Reports	Date of report + 6 years	
Annual parents' meeting papers	Date of report + 6 years	
Instruments of Government	Permanent	
Trusts and Endowments	Permanent	
Action Plans	Date of action plan + 3 years	Secure disposal
Policy documents	Expiry of policy	Retain whilst policy is operational (this includes if the expired policy is part of a past decision making process).
Complaints files	Date of the resolution of the complaint + 6 years	Retain for the first six years. Review for further retention in the case of contentious disputes. Secure disposal routine complaints.
Annual reports required by the Department for Education	Date of report + 10 years	
Proposals for schools to become, or be established as Specialist Status schools	Current year + 3 years	
Management		
Log books	Date of last entry in the book + 6 years	
Minutes of the Senior Management team and other internal administrative bodies	Date of meeting + 5 years	
Reports made by the head teacher or the management team	Date of report + 3 years	

Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Closure of file + 6 years	Secure disposal
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities.	Date of correspondence + 3 years	Secure disposal
Professional development plans	Closure + 6 years	Secure disposal
School development plans	Closure + 6 years	Review
Admissions- if the admission is successful	Resolution of case + 1 year	Secure disposal
Admissions- if the appeal is unsuccessful	Resolution of case + 1 year	Secure disposal
Admissions- Secondary Schools- Casual	Current year + 1 year	Secure disposal
Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	Secure disposal
Supplementary Information form including additional information such as religion, medical conditions, etc.		
Pupils		
Admission Registers	Date of last entry in the book (or file) + 6 years Reconsider retention period. Feedback from Teaching Relative was thought to be 7 year Retention. These records are no longer generated in paper but electronically held using SIMS BROCON software.	Retain for 6 years from the date of the last entry then consider transfer to the Archives.
Attendance registers	Date of register + 3 years	Secure disposal [if these records are retained electronically any backup copies should be destroyed at the same time]
Pupil Files Retained in Schools: Primary	Retain for the period the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the pupil Referral Unit
Pupil Files Retained in Schools: Secondary (Limitation Act 1980)	DOB of the pupil + 25 years	Secure disposal
Pupil files: Primary	Retain for the time that the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the pupil Referral Unit
Pupil files: Secondary	DOB of the pupil + 25 years	Secure disposal
Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 25 years the review Note: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk	Secure disposal

	analysis involved in any decision to keep the records longer than the minimum retention period.	
Correspondence relating to authorised absence and issues	Date of absence + 2 years	Secure disposal
Examination results: Public	Year of examinations + 6 years	Secure disposal
Examination results: Internal	Current year + 5 years	Secure disposal
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 Secure disposal
Statement maintained under The Education Act 1996- Section 324	DOB + 30 years	Secure disposal, unless legal action is pending
Proposed statement or amended statement	DOB + 30 years	Secure disposal unless legal action is pending
Advice and information to parents regarding educational needs	Closure + 12 years	Secure disposal unless legal action is pending
Accessibility Strategy	Closure + 12 years	Secure disposal unless legal action is pending
Parental permission slips for school trips- where there has been no major incident	Conclusion of the trip	Secure disposal
Parental permission slips for school trips- where there has been a major incident	DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	Secure disposal
Records created by schools to obtain approval to run an Educational Visit outside the classroom- Primary	Date of visit + 14 years	
Records created by schools to obtain approval to run an Educational Visit outside the classroom- Secondary Schools	Date of visit + 14 years	
Walking Bus registers	Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	Secure disposal [if there records are retained electronically any backup copies should be destroyed at the same time]
Curriculum		
School Development Plan	Current year + 6 years	Secure disposal
Curriculum returns	Current year + 3 years	Secure disposal
Schemes of work	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period; or Secure disposal
Timetable	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period; or Secure disposal
Class record books	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period; or Secure disposal
Mark Books	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period; or

		Secure disposal
Record of homework set	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period; or Secure disposal
Pupil's work	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period; or Secure disposal
Examination results	Current year + 6 years	Secure disposal
SATS records- Examination Papers and Results	Current year + 6 years	Secure disposal
PAN reports	Current year + 6 years	Secure disposal
Value Added & Contextual Data	Current year + 6 years	Secure disposal
Self-evaluation forms	Current year + 6 years	Secure disposal
Personnel Records		
Timesheets; sick pay	Current year + 6 years	Secure disposal
Staff Personal files (Including original application form, two original references, copy of contract of employment and any variations, original contract acceptance, confirmation of pre-employment medical check clearance, copies of qualifications and certificates, work permit, induction documents, letter of resignation, exit interview notes)	Termination + 7 years	Secure disposal
Interview notes and recruitment records	Date of interview + 6 months	Secure disposal
Pre-employment vetting information (including CRB checks and List 99 clearance)	Date of check + 6 months	Secure disposal [by the designated member of staff]
Disciplinary proceedings relating to a child protection matter	Seek advice from your safeguarding children officer for further advice.	
Disciplinary proceedings- warning relating to child protection issues	Until that member of staff's normal retirement age, or 10 years from the date of the allegation, whichever is the longer	Secure disposal
Disciplinary proceedings- oral warning	Date of warning + 6 months	Secure disposal (including removal from any personal file)
Disciplinary proceedings- written warning (level one)	Date of warning + 6 months	Secure disposal
Disciplinary proceedings- written warning (level two)	Date of warning + 12 months	Secure disposal
Disciplinary proceedings- final warning	Date of warning + 18 months	Secure disposal
Disciplinary proceedings- case not found	If child protection, see above. Otherwise Secure Disposal immediately at the conclusion of the case	Secure disposal
Records relating to accident/ injury at work	Date of incident + 12 years. In the case of serious accidents a further retention period will be applied.	Secure disposal
Annual appraisal/ assessment records	Current year + 3 years	Secure disposal
Wages, Salary Records including o/t, bonuses & expended (taxes Management Act 1970)	Last date of employment + 6 years	Secure disposal
Maternity pay records	Current year + 3 years	Secure disposal

Records held under Retirement Benefits Scheme (Information Powers) Regulations 1995	Current year + 6 years	Secure disposal
Proofs of identity collected as part of the process of checking "portable" enhanced CRB disclosure	Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy of documentation then this should be placed on the member of staff's personal file.	
Health and Safety		
Accessibility Plans	Current year + 6 years	Secure disposal
Accident reporting- Adults	Date of incident + 7 years	Secure disposal
Accident reporting- Children	DOB of child + 25 years	Secure disposal
COSHH	Current year + 10 years [where appropriate an additional retention period may be allocated]	
Incident reports	Current year + 20 years	Secure disposal
Policy Statements	Date of expiry + 1 year	Secure disposal
Risk Assessments	Current year + 3 years	Secure disposal
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos	Last action + 40 Years	Secure disposal
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Current year + 6 years	Secure disposal
Fire Precautions log books	Current year + 6 years	Secure disposal
Administrative		
Employer's Liability certificate	Closure of the school + 40 years	Secure disposal
Inventories of equipment & furniture	Current year + 6 years	Secure disposal
General file series	Current year + 5 years	Review to see whether a further retention period is required
School brochure or prospectus	Current year + 3 years	
Circulars (staff/ parents/ pupils)	Current year + 1 year	Secure disposal
Newsletters,	Current year + 1 year	Review to see whether a further retention period is required
Visitors book	Current year + 2 years	Review to see whether a further retention period is required
PTA/ Old Pupils Associations	Current year + 6 years	Review to see whether a further retention period is required
Finance		
Annual Accounts	Current year + 6 years	
Loans and grants	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts under seal	Contract completion date + 12 years	Secure disposal
Contracts under signature	Contract completion date + 6 years	Secure disposal
Contracts monitoring records	Current year + 2 years	Secure disposal
Copy orders	Current year + 2 years	Secure disposal
Budget reports, budget monitoring etc.	Current year + 3 years	Secure disposal
Invoice, receipts and other records covered by the Financial Regulations	Current year + 6 years	Secure disposal
Annual Budget and background papers	Current year + 6 years	Secure disposal
Order books and requisitions	Current year + 6 years	Secure disposal
Delivery Documentations	Current years + 6 years	Secure disposal
Debtors' Records	Current year + 6 years	Secure disposal
School Fund- Cheque books	Current year + 3 years	Secure disposal

School Fund- Paying in books	Current year + 6 years then review	Secure disposal
School Fund- Ledger	Current year + 6 years then review	Secure disposal
School Fund- Invoices	Current year + 6 years then review	Secure disposal
School Fund- Receipts	Current year + 6 years	Secure disposal
School Fund- Bank statements	Current year- 6 years then review	Secure disposal
School Fund- School Journey books	Current year + 6 years then review	Secure disposal
Student grant applications	Current year + 3 years	Secure disposal
Free school meals register	Current year + 6 years	Secure disposal
Petty cash books	Current year + 6 years	Secure disposal
Property		
Title Deeds	Permanent	Permanent, these should follow the property unless the property has been registered at the Land Registry
Plans	Permanent	Retain in school whilst operational
Maintenance and contractors	Current year + 6 years	Secure disposal
Leases	Expiry of lease + 6 years	Secure disposal
Lettings	Current year + 3 years	Secure disposal
Burglary, theft and vandalism report forms	Current year + 6 years	Secure disposal
Maintenance log books	Current year + 6 years	Secure disposal
Contractors' Reports	Current year + 6 years	Secure disposal
Local Authority		
Secondary transfer sheets (Primary)	Current year + 2 years	Secure disposal
Attendance returns	Current year + 1 year	Secure disposal
Circulars from LEA	Whilst required operationally	Review to see whether a further retention period is required
Department for Children, Schools and Families		
HMI reports	These do not need to be kept any longer	
OFSTED reports and papers	Replace former reports with any new inspection reports	Review to see whether a further retention period is required
Returns	Current year + 6 years	Secure disposal
Circulars from Department for Children, Schools and Families	Whilst operationally required	Review to see whether a further retention period is required
Connexions		
Service legal agreements	Until superseded	Secure disposal
Work Experience agreement	DOB of child + 18 years	Secure disposal
Schools Meals		
Dinner Register	Current year + 3 years	Secure disposal
Schools Meals Summary Sheets	Current year + 3 years	Secure disposal
Family Liaison Officers and Home School Liaison Assistants		
Day Books	Current year + 2 years then review	Secure disposal
Reports for outside agencies- where the report has been included on the case file created by the outside agency	Whilst the child is attending the school then destroy	Secure disposal
Referral forms	While the referral is current	Secure disposal
Contact data sheets	Current year then review, if contact is no longer active then destroy	Secure disposal
Contact database entries	Current year then review, if contact is no longer active then destroy	Secure disposal
Group Registers	Current year + 2 years	Secure disposal

Signed  Jo Kingswood (Head)

Signed  Karen Mitchell (Chair of Governing Board)