



**The Lowry Academy**

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# **General Data Retention Policy 2021 – 2024**

## **General Data Retention Policy**

<b>Approved / Accepted by</b>	The School Improvement Board		
<b>Policy owner</b>	Data Protection Lead – The Lowry Academy		
<b>Originally adopted by Governors</b>	Oct 2017		
<b>Date Ratified (no change)</b>	19.10.21	<b>Review Date</b>	October 2024

## Principles

The principles outlined in this policy apply to all records created and retained by The Lowry Academy

In line with data protection law and good-practice, the School will:

- Retain records and information in all its forms securely
- Retain information for no longer than is required under statute, contract or other legal obligation
- Retain no more information than is required under statute, contract or other legal obligation
- Ensure that the integrity of the information is preserved
- Preserve information in an accessible form for future reference and audit
- Destroy all records and data that are no longer required
- Not store personal data in a country or territory outside the European Economic Area, with the exception of the US if the recipient of the data has signed up to the Privacy Shield Framework designed by the U.S. Department of Commerce and the European Commission.
- All electronic data and documents will be retained as if they were paper documents. If a piece of electronic data is required to be retained indefinitely, or retained beyond the designated retention period, (e.g. an e-mail message), the message should be printed in hard copy and kept in the appropriate physical document file.

### 1. Retention of pupil records and other pupil-related information

Type of file	Retention period	Action taken after retention period ends
<b>Personal identifiers, contacts and personal characteristics</b>		
Images used for identification purposes	For the duration of the event/activity, or whilst the pupil remains at Harrop Fold, whichever is less, plus one month	Securely disposed of
Images used in displays in School	Whilst the pupil is at Harrop Fold and until displays are refreshed	Securely disposed of
Images used for marketing purposes, social media or other	In line with the consent period	Securely disposed of
Biometric data	For the duration of the event/activity, or whilst the pupil remains at The Lowry Academy, whichever is less, plus one month	Securely disposed of
Postcodes, names and characteristics	Whilst the pupil is at The Lowry Academy, plus five years	Securely disposed of

House number and road	For the duration of the event/activity, plus one month	Securely disposed of
<b>Admissions</b>		
Register of admissions	Whilst the pupil remains at the School, plus one year	Information is reviewed and the register may be kept permanently
Admissions appeals	Whilst the pupil remains at School, plus five years	Securely disposed of
Secondary admissions	Whilst the pupil remains at School, plus one year	Securely disposed of
Proof of address (supplied as part of the admissions process)	Whilst the pupil remains at the School, plus one year	Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was successful)	Whilst the pupil remains at the School, plus one year	Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was not successful)	Whilst the pupil remains at the School, plus five years	Securely disposed of
<b>Pupils' educational records</b>		
Pupils' educational records	25 years after the pupil's date of birth, with their personal data removed	Securely disposed of
Public examination results	Added to the pupil's record and transferred to next School  Copies with pupils' names are held whilst the pupil is at School, plus five years  Copies with pupils' names removed are	Returned to the examination board

	held for 25 years after the pupil's date of birth	
Internal examination results	<p>Added to the pupil's record and transferred to next School</p> <p>Copies with the pupil's personal data are held whilst the pupil is at School, plus five years</p> <p>Copies with personal data removed are held for 25 years after the pupil's date of birth</p>	Securely disposed of
Behaviour records	<p>Added to the pupil's record and transferred to the next School</p> <p>Copies are held whilst the pupil is at School, plus one year</p>	Securely disposed of
Exclusion records	<p>Added to the pupil's record and transferred to the next School</p> <p>Copies are held whilst the pupil is at School, plus one year</p>	Securely disposed of
Child protection information held on a pupil's record	Stored in a sealed envelope for the same length of time as the pupil's record	Securely disposed of – shredded
Child protection records held in a separate file	25 years after the pupil's date of birth	Securely disposed of – shredded
<b>Attendance</b>		
Attendance registers	<p>Whilst the pupil remains at School, plus one year</p> <p>Non-identifiable summary statistics are held after the initial</p>	Securely disposed of

	retention period for 25 years after the pupil's date of birth	
Letters authorising absence	<p>Whilst the pupil remains at School, plus one year</p> <p>Non-identifiable summary statistics are held after the initial retention period for 25 years after the pupil's date of birth</p>	Securely disposed of
<b>Medical information and administration</b>		
Permission slips	For the duration of the period that medication is given, plus one month	Securely disposed of
Medical conditions – ongoing management	<p>Added to the pupil's record and transferred to the next School</p> <p>Copies held whilst the pupil is at School, plus one year</p>	Securely disposed of
Medical incidents that have a behavioural or safeguarding influence	<p>Added to the pupil's record and transferred to the next School</p> <p>Copies held whilst the pupil is at School, plus 25 years</p>	Securely disposed of
<b>SEND</b>		
SEND files, reviews and individual education plans	25 years after the pupil's date of birth (as stated on the pupil's record)	Information is reviewed and the file may be kept for longer than necessary if it is required for the School to defend themselves in a 'failure to provide sufficient education' case
An EHC plan maintained under section 37 of the Children and Families Act 2014 (and any amendments to the statement or plan)	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold

Information and advice provided to parents regarding SEND	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Accessibility strategy	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
<b>Curriculum management</b>		
SATs results	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of
Examination papers	Until the appeals/validation process has been completed	Securely disposed of
Published Admission Number (PAN) reports	Current academic year, plus six years	Securely disposed of
Valued added and contextual data	Current academic year, plus six years	Securely disposed of
Self-evaluation forms	Current academic year, plus six years	Securely disposed of
Pupils' work	Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year	Securely disposed of
<b>Extra-curricular activities</b>		
Field file – information taken on School trips	Until the conclusion of the trip, plus one month  Where a minor incident occurs, field files are added to the core system as appropriate	Securely disposed of
Financial information relating to School trips	Whilst the pupil remains at School, plus one year	Securely disposed of
Parental consent forms for School trips where no major incident occurred	Until the conclusion of the trip	Securely disposed of

Parental consent forms for School trips where a major incident occurred	25 years after the pupil's date of birth on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Securely disposed of
Walking bus registers	Three years from the date of the register being taken	Securely disposed of
Educational visitors in School – sharing of personal information	Until the conclusion of the visit, plus one month	Securely disposed of
<b>Family liaison officers and home liaison assistants</b>		
Day books	Current academic year, plus two years	Reviewed and destroyed if no longer required
Reports for outside agencies	Duration of the pupil's time at School	Securely disposed of
Referral forms	Whilst the referral is current	Securely disposed of
Contact data sheets	Current academic year	Reviewed and destroyed if no longer active
Contact database entries	Current academic year	Reviewed and destroyed if no longer required
Group registers	Current academic year, plus two years	Securely disposed of
<b>Catering and free meal management</b>		
Meal administration	Whilst the pupil is at School, plus one year	Securely disposed of
Meal eligibility	Whilst the pupil is at School, plus five years	Securely disposed of



## 2. Retention of staff records

Type of file	Retention period	Action taken after retention period ends
<b>Operational</b>		
Staff members' personal file	Termination of employment, plus six years	Securely disposed of
Timesheets	Current academic year, plus six years	Securely disposed of
Annual appraisal and assessment records	Current academic year, plus five years	Securely disposed of
<b>Recruitment</b>		
Records relating to the appointment of a new Executive/Headteacher	Date of appointment, plus six years	Securely disposed of
Records relating to the appointment of new members of staff (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Securely disposed of
Records relating to the appointment of new members of staff (successful candidates)	Relevant information added to the member of staff's personal file and other information retained for six months	Securely disposed of
DBS certificates	Up to six months	Securely disposed of
Proof of identify as part of the enhanced DBS check	After identity has been proven	Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member's personal file, if not, securely disposed of
Evidence of right to work in the UK	Added to staff personal file or, if kept separately, termination of employment, plus no longer than two years	Securely disposed of

### Disciplinary and grievance procedures

<p>Child protection allegations, including where the allegation is unproven</p>	<p>Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer</p> <p>If allegations are malicious, they are removed from personal files</p>	<p>Reviewed and securely disposed of – shredded</p>
<p>Oral warnings</p>	<p>Date of warning, plus six months</p>	<p>Securely disposed of – if placed on staff personal file, removed from file</p>
<p>Written warning – level 1</p>	<p>Date of warning, plus six months</p>	<p>Securely disposed of – if placed on staff personal file, removed from file</p>
<p>Written warning – level 2</p>	<p>Date of warning, plus 12 months</p>	<p>Securely disposed of – if placed on staff personal file, removed from file</p>
<p>Final warning</p>	<p>Date of warning, plus 18 months</p>	<p>Securely disposed of – if placed on staff personal file, removed from file</p>
<p>Records relating to unproven incidents</p>	<p>Conclusion of the case, unless the incident is child protection related and is disposed of as <a href="#">above</a></p>	<p>Securely disposed of</p>

### 3. Retention of senior leadership and management records

Type of file	Retention period	Action taken after retention period ends
<b>Governing board</b>		
Agendas for governing board meetings	One copy alongside the original set of minutes – all others disposed of without retention	Securely disposed of
Original, signed copies of the minutes of governing board meetings	Permanent	If unable to store, these will be provided to the county archives service
Inspection copies of the minutes of governing board meetings	Date of meeting, plus three years	Shredded if they contain any sensitive and personal information
Reports presented to the governing board	Minimum of six years, unless they refer to individual reports – these are kept permanently	Securely disposed of or, if they refer to individual reports, retained with the signed, original copy of minutes
Meeting papers relating to the annual parents' meeting	Date of meeting, plus a minimum of six years	Securely disposed of
Instruments of government, including articles of association	Permanent	If unable to store, these will be provided to the county archives service
Trusts and endowments managed by the governing board	Permanent	Retained in the School whilst it remains open, then provided to the county archives service when the School closes
Action plans created and administered by the governing board	Duration of the action plan, plus three years	Securely disposed of
Policy documents created and administered by the governing board	Duration of the policy, plus three years	Securely disposed of
Records relating to complaints dealt with by the governing board	Date of the resolution of the complaint, plus a minimum of six years	Reviewed for further retention in case of contentious disputes, then securely disposed of

Annual reports created under the requirements of The Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002	Date of report, plus 10 years	Securely disposed of
Proposals concerning changing the status of the School	Date proposal accepted or declined, plus three years	Securely disposed of
<b>Executive Headteacher and senior leadership team (SLT)</b>		
Log books of activity in the School maintained by the Executive Headteacher	Date of last entry, plus a minimum of six years	Reviewed and offered to the county archives service if appropriate
Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of the meeting, plus three years	Reviewed and securely disposed of
Reports created by the Executive Headteacher or SLT	Date of the report, plus a minimum of three years	Reviewed and securely disposed of
Records created by the Executive Headteacher, Headteachers, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed and securely disposed of
Correspondence created by the Executive Headteacher , Headteacher, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Reviewed and securely disposed of
Professional development plan	Duration of the plan, plus six years	Securely disposed of
School development plan	Duration of the plan, plus three years	Securely disposed of

#### 4. Retention of health and safety records

Type of file	Retention period	Action taken after retention period ends
<b>Health and safety</b>		
Health and safety policy statements	Duration of policy, plus three years	Securely disposed of
Health and safety risk assessments	Duration of risk assessment, plus three years	Securely disposed of
Records relating to accidents and injuries at work	Date of incident, plus 12 years. In the case of serious accidents, a retention period of 15 years is applied	Securely disposed of
Accident reporting – adults	Date of the incident, plus six years	Securely disposed of
Accident reporting – pupils	25 years after the pupil's date of birth, on the pupil's record	Securely disposed of
Control of substances hazardous to health	Current academic year, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with radiation	Date of last action, plus 50 years	Securely disposed of
Fire precautions log books	Current academic year, plus six years	Securely disposed of

## 5. Retention of financial records

Type of file	Retention period	Action taken after retention period ends
<b>Payroll pensions</b>		
Maternity pay records	Current academic year, plus three years	Securely disposed of
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current academic year, plus six years	Securely disposed of
<b>Risk management and insurance</b>		
Employer's liability insurance certificate	Closure of the School, plus 40 years	Securely disposed of
<b>Asset management</b>		
Inventories of furniture and equipment	Current academic year, plus six years	Securely disposed of
Burglary, theft and vandalism report forms	Current academic year, plus six years	Securely disposed of
<b>Accounts and statements including budget management</b>		
Annual accounts	Current academic year, plus six years	Disposed of against common standards
Loans and grants managed by the School	Date of last payment, plus 12 years	Information is reviewed then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years	Securely disposed of
Invoices, receipts, order books, requisitions and delivery notices	Current financial year, plus six years	Securely disposed of
Records relating to the collection and banking of monies	Current financial year, plus six years	Securely disposed of
Records relating to the identification and collection of debt	Current financial year, plus six years	Securely disposed of
<b>Contract management</b>		
All records relating to the management of contracts under seal	Last payment on the contract, plus 12 years	Securely disposed of
All records relating to the management of contracts under signature	Last payment on the contract, plus six years	Securely disposed of

All records relating to the monitoring of contracts	Current academic year, plus two years	Securely disposed of
<b>School fund</b>		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years	Securely disposed of
<b>School meals</b>		
Free School meals registers	Current academic year, plus six years	Securely disposed of
School meals registers	Current academic year, plus three years	Securely disposed of
School meals summary sheets	Current academic year, plus three years	Securely disposed of

## 6. Retention of other Academy records

Type of file	Retention period	Action taken after retention period ends
<b>Property management</b>		
Title deeds of properties belonging to the School/LA	Permanent	Transferred to new owners if the building is leased or sold
Plans of property belonging to the School	For as long as the building belongs to the School/LA	Transferred to new owners if the building is leased or sold
Leases of property leased by or to the School	Expiry of lease, plus six years	Securely disposed of
Records relating to the letting of School premises	Current financial year, plus six years	Securely disposed of
<b>Maintenance</b>		
All records relating to the maintenance of the School carried out by contractors	Current academic year, plus six years	Securely disposed of
All records relating to the maintenance of the School carried out by School employees	Current academic year, plus six years	Securely disposed of
<b>Operational administration</b>		
General file series	Current academic year, plus five years	Reviewed and securely disposed of
Records relating to the creation and publication of the School brochure and/or prospectus	Current academic year, plus three years	Disposed of against common standards
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Disposed of against common standards
Newsletters and other items with short operational use	Current academic year plus one year	Disposed of against common standards
Visitors' books and signing-in sheets	Current academic year, plus six years	Reviewed then securely disposed of
Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed then securely disposed of



## 7. Electronic data retention periods

File Category	Item	Minimum Retention Period
<b>Contract Documentation (exc. personal data processed as part of contracts with commissioning bodies)</b>	Contracts	6 years from contract expiry
	Deeds	12 years
	Property / Land Conveyances	Permanent (and/or paper document)
	Funding Agreements	Specific to each agreement
<b>Corporate Documentation</b>	Company formation documents	Permanent (and/or paper document)
	Register of directors and company secretaries	Permanent (and/or paper document)
	Minutes of board meetings and general meetings	10 years from meeting
	Accounting records, banking records and books of accounts	3 years from creation
	Audits	5 years from date of auditors report
<b>Tax Documentation</b>	Corporation Tax	6 years following end of relevant accounting period
	VAT	
	Stamp Duty Land Tax	
<b>Employment Documentation</b> (N.B. See below re HMPPS document retention)	PAYE Records	3 years from end of financial year
	Records of National Insurance contributions	3 years from end of year contribution was payable
	Maternity, paternity and adoption payment records	3 years from end of tax year payment was made
	Sickness records	3 years from end of tax year in which created
	General Employee history / employment records (Inc. unfair dismissal, discrimination, statutory redundancy pay, equal pay claim)	6 month from termination of employment
	Employee history / employment records – Breach of employment	6 years of the event constituting the alleged breach
<b>Health and Safety Documentation</b>	Employee records associated with Tax	6 years following end of relevant accounting period
	Health and safety policy	Permanent (and/or paper document)

	Risk assessment reports	Permanent (and/or paper document)
	Injury records and accident books	3 years from the accident date
<b>Specific Electronic files (Excl. Client Data)</b>	Emails	6 years from sending date unless specifically identified in categories above
	General operational files and staff functional data (databases, word documents, spreadsheets, slides, plans, etc.	No retention period unless defined by the specific business need
	Electronic communications including instant messaging, tweets, posts, news articles, intranet site, eLearning	No retention period unless specifically covered in categories above
	Video: live, recorded, streamed	
	Telephone calls, contact centres, live voice, recorded voicemails, voice messaging, etc.	No retention period
<b>HMPPS CFO Records</b>	Financial records Incident records Complaint records Record of visitors Personnel records Staffing details Administrative records	12 years beyond project end date

The following minimum retention periods shall apply for electronic data associated from specific School contracts:

File Category	Item	Retention Period
<b>STEP, CMS, MPS and Client/Customer Personal Data held by the Trust</b>	1. DWP contracts falling within 2007-2013 ESF spending period	1. End December 2022 upon DWP notification *
	2. Other DWP contracts and contracts with other commissioning bodies	2. As required under the individual contracts
	IMPORTANT NOTE: For each and every customer database relating to any contract that is co-financed with the ESF, there must exist a signed declaration that the documents held within the data carrier are certified as being true copies (conforming to) the originals. See Chapter 11 of Generic Provider Guidance for further details.	
Future spend periods and contracts to be identified		

## 8. Digital continuity statement

- 8.1. Digital data that is retained for longer than six years will be named as part of the DPO's digital continuity statement.
- 8.2. The ICT support team will identify any digital data that will need to be named as part of a digital continuity statement.
- 8.3. The data will be archived to dedicated files on the School's server, which are password-protected – this will be backed-up in accordance with the Data Protection Policy.
- 8.4. The following information will be included within the digital continuity statement:
  - A statement of purpose and requirements for keeping the records
  - The names of the individuals responsible for long term data preservation
  - A description of the information assets to be covered by the digital preservation statement
  - A description of when the record needs to be captured into the approved file formats
  - A description of the appropriate supported file formats for long-term preservation
  - A description of the retention of all software specification information and licence information
  - A description of how access to the information asset register is to be managed in accordance with the GDPR

## **9. Disposal of data**

- 9.1. Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.
- 9.2. Where disposal of information is outlined as secure disposal, this will be shredded or pulped and electronic information will be scrubbed clean and, where possible, cut. The School's expert, with the aid of the ICT support team, will keep a record of all files that have been destroyed.
- 9.3. Where the disposal action is indicated as reviewed before it is disposed, the data expert, with the support of the DPO, will review the information against its administrative value – if the information should be kept for administrative value, the data expert will keep a record of this.
- 9.4. If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.
- 9.5. Where information has been kept for administrative purposes, the data expert will review the information again after five years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every five subsequent years.
- 9.6. Where information must be kept permanently, this information is exempt from the normal review procedures

## **10. Monitoring and review**

- 10.1. All data will be audited on an annual basis to ensure compliance with the School's Data Protection Policy.
- 10.2. This policy will be reviewed on an annual basis by the DPO – the next scheduled review date for this policy is November 2021.
- 10.3. Any changes made to this policy will be communicated to all members of staff.