

Data Retention Policy

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1. Aims

Endeavour MAT aims to ensure that all personal data collected about staff, students, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the Data Protection Act 2018 (DPA 2018).

This policy applies to all schools within Endeavour MAT (The Trust) – currently:

Stone Lodge School

Wilmington Grammar School for Boys

Wilmington Grammar School for Girls

Wilmington Primary School

2. Legislation and guidance

This policy meets the requirements of the fifth data protection principle as defined in the Data Protection Act 2018 – “personal data is kept for no longer than is necessary for the purposes for which it is processed”. It also takes account of statutory provisions regarding the retention of personal data as stated in:

The Education Act 2002

Special Educational Needs and Disability Act 2001

HMRC Compliance Handbook

School Governance Regulations 2013

The Limitation Act 1980

Health and Safety at Work Regulations 1999

The policy also takes account of the ICO guidance on records management and storage limitation.

3. Data Protection

This policy sets out how long employment-related, pupil data and sensitive data will normally be held by Endeavour MAT and when that information will be confidentially destroyed in compliance with The Data Protection Act 2018 and the Freedom of Information Act 2000.

Data will be processed and stored to allow for the efficient operation of The Trust. The Endeavour MAT Data Protection Policy outlines the duties and obligations of The Trust under the Data Protection Act 2018.

4. Retention Schedule

Information (hard copy and electronic) will be retained for at least the period specified in the retention schedule (Appendix A). When managing data records the Trust will adhere to the standard retention periods listed in the schedule.

If data is required to be kept for longer than defined in the schedule for archiving purposes it should be anonymised or pseudo-anonymised unless there are specific historical reasons for maintaining the personal data (such as Admissions Register). Data may be kept for historical and research purposes as defined in the Data Protection Act.

Paper and electronic records will be monitored by regular audit to ensure compliance with this policy.

5. Destruction of Records

Where records have been identified for destruction they should be disposed of in a way that is appropriate for the type of records being destroyed. All information must be reviewed before destruction to determine whether there are special factors that mean the destruction should be delayed, such as potential litigation, complaints or grievances.

All electronic information such as files and emails will be deleted, with email deleted items folders emptied on a regular basis to ensure permanent deletion.

All paper records containing personal or other sensitive information should be cross-shredded before disposal or, if volume dictates, disposed of through the secure waste disposal scheme. The Trust may use a third party to safely dispose of personal data records. The third party company will be required to provide sufficient guarantees that they comply with data protection law. Waste disposal bags containing personal data must be kept locked in a secure place until they can be collected for destruction.

Other paper records not containing personal or sensitive information should be disposed of in the Trust paper recycling bins.

A record should be kept of deletion all central files and documents which should include type of document/files and date of deletion.

6. Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to archive records. A list of archived records will be kept by the Trust (at school level) giving details of the documents and dates on which they were archived, along with the name of the authorising person. If appropriate and possible, paper records should be transferred to other media (digital or virtual cloud storage) before being archived and kept only as the electronic copy. The lifespan of the media and ability to migrate data where necessary should always be considered. All archived records must be kept securely in such a way as to reduce the risk from theft/fire etc.

7. Roles and responsibilities

This policy applies to **all staff** employed by Endeavour MAT, and to external organisations or individuals working on our behalf.

7.1 Trust Board

Endeavour MAT Board of Trustees has overall responsibility for ensuring that our schools comply with all relevant data protection obligations and Trust policies.

7.2 Data Protection Officer

The Data Protection Officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the Trust Board and, where relevant, report to the Board and the Local Governing Bodies their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the Trust processes, and for the ICO.

Full details of the DPO's responsibilities are set out in their job description.

Our DPO is contactable via email at dpo@endeavour-mat.co.uk

7.3 Headteacher

The headteacher of each school within The Trust has been delegated responsibility for data protection compliance within their school and acts as the representative of the data controller on a day-to-day basis.

7.4 All staff

Staff are responsible for:

- Collecting, storing and processing personal data in accordance with the Endeavour MAT Data Protection Policy to enable them to carry out their role

- The destruction of data from central records as detailed in the data retention schedule, both electronic and hard copy, within the relevant timeframe outlined in the schedule
- Any data held outside the central records (electronic files/paper records) must be destroyed or anonymised as soon as they are no longer required and no later than the relevant timeframe outlined in the schedule for central records
- Contacting the DPO in the following circumstances:
 - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
 - If they have any concerns that this policy is not being followed

8. Monitoring arrangements

The DPO is responsible for the monitoring and review of this policy.

This policy will be reviewed every 3 years or earlier if any changes are made to the Data Protection Act 2018 which affect our Trust practices. The policy is agreed by Endeavour MAT Trust Board and shared with the individual school local governing bodies.

The Records Retention Schedule (Appendix A) may be updated on a more regular basis to reflect any changes in legislation or in Trust working practices.

A copy of this policy will be available to all staff.

9. Links with other policies and procedures

This data protection policy is linked to our:

- Endeavour MAT Data Protection Policy
- Endeavour MAT Freedom of Information Policy

Appendix A: Records Retention Schedule

The records retention schedule lists those records maintained by the Trust to ensure the smooth running of all Trust schools. There are a number of documents which are business critical and also required to fulfil the Trust's legal obligations and these are shown where appropriate.

The schedule covers records for the following areas of Trust management and administration:

1. [Management of Trust Board and Local Governing Bodies](#)
2. [Pupil Management](#)
 - A. Admissions and Attendance
 - B. Pupil Educational Records
 - C. Special Educational Needs
 - D. Safeguarding
3. [School Trips and Extra Curricular](#)
4. [School Management](#)
 - A. Senior Leadership Team
 - B. Curriculum Management
 - C. General Administration
5. [HR and Personnel Management](#)
6. [Finance](#)
 - A. Payroll and Pensions
 - B. Financial Records
7. [Health and Safety](#)
8. [Building Maintenance](#)
9. [Data Protection and Freedom of Information](#)
10. [Central Government and Local Authority](#)

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
1. Management of Trust Board and Local Governing Bodies					
Governing Documents and Statutory Books	Companies Act Charities Act	Permanent	YES	No	
Trusts and Endowments	Charities Act	Permanent	YES	Yes	
Records relating to the election of parent and staff governors not appointed by the Trustees or local governors		Date of election + 6 months	YES	Yes	
Records relating to the appointment of Trust board members, Members of the Trust and co-opted local governors	Companies Act in relation to Trust Board members	Any written resolutions and Companies House filings regarding appointments of Trust Board members or Members to be retained for at least 10 years. In relation to local governors, provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the governor has finished their term of office	YES	Yes	
Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	YES	Yes	
Policy documents		Expiry of policy (other than where specified below). Retain whilst policy is operational (this includes if the expired policy is part of a past decision making process)	YES	No	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Meetings Schedule		Current year	YES	No	
Agendas – Principal copy		Permanent	YES	No	
Minutes and records of decisions – Principal set (signed)	Companies Act	At least 10 years from the date of the meeting	YES	Yes	
Recordings of meetings		Destroyed once principal copy of minutes has been signed	NO	Yes	
Reports made to the Trust and Governors' Meeting which are referred to in the minutes		At least 10 years	YES	Yes	
Record of attendance at Full Trust Board and Full Local Governing Body meetings		At least 10 years	YES	Yes	
Minutes - Inspection copies		Date of meeting + 3 years	NO	Yes	
Annual Reports and Accounts	Companies Act Charities Act	At least 10 years	YES	No	
All records relating to the conversion of schools to Academy status		PERMANENT	YES	No	
Records relating to complaints made to and investigated by the Trust Board and Local Governing Bodies		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes	YES	Yes	
Correspondence sent and received by the Trust Board and Local Governing Bodies		Current year + 6 years	YES	Yes	
Management of Trustees/Governors					

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Records relating to the appointment of a company secretary/clerk to the Trust Board/ LGBs	Companies Act (re Trust Board)	Date appointment as clerk ceases + 6 years	YES	Yes	
Records relating to the terms of office of serving Members, Trustees and Local Governors including evidence of appointment	Companies Act (re Trust Board)	PERMANENT for Members and Trustees For Governors at least until end of term of office or Governor steps down	YES	Yes	
Records relating to Member, Trustee, Local Governor declaration against disqualification criteria		PERMANENT for Members and Trustees For Governors at least until end of term of office or Governor steps down	YES	Yes	
Register of Business Interests	Companies Act	PERMANENT	YES	Yes	
Trustee and Governors Code of Conduct		This is expected to be a dynamic document, one copy of each version should be kept permanently	YES	Yes	
Records relating to the training required and received by Trustees and Governors		At least until the Trustee/Governor steps down	YES	Yes	
Records relating to the induction programme for new Trustees and Governors		At least until the Trustee/Governor steps down	YES	Yes	
Records relating to DBS checks carried out on any external clerk, Trustees, Members and Local Governors		Date of DBS check + 6 months	YES	Yes	
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Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
2. Pupil Management					
A. Admissions and Attendance					
Admission Registers		Permanent	YES	Yes	
Records relating to the admissions process – if the admission is successful		Admission + 1 year	YES	No	
Admissions – if the appeal is unsuccessful		Resolution of case + 1 year	YES	Yes	
Admissions – Secondary Schools – Casual		Current year + 1 year	YES	Yes	
Proofs of address supplied by parents as part of the admissions process		Current year + 1 year	YES	Yes	
Attendance registers		Date of register + 3 years	YES	Yes	
Letters authorising absence		Date of absence + 2 years	YES	Yes	
Applications for free school meals, travel, uniforms etc		Whilst child is at school	NO	Yes	
Student bursary and grant applications		Current year + 3 years	NO	Yes	
B. Pupil Educational Record					

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Pupil Files	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	DOB of the pupil + 25 years for school leavers at end of full time education. Primary to secondary transfer and in year/mid phase transfer – file to be forwarded to new school once transfer confirmed. If pupil permanently excluded contact KCC for advice.	YES	Yes	
Examination results - Public		Year of examinations + 6 years	NO	Yes	
Examination results - Internal examination results		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary	NO	Yes	
Any other records created in the course of contact with pupils		Current year + 3 years then review	YES	Yes	
Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement	YES	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
C. Special Educational Needs					
Special Educational Needs files, reviews and Individual Education Plans		Secondary school - DOB of the pupil + 25 years Primary school – transferred to new school within 5 days of pupil starting at new school	YES	Yes	
EHCP maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	Secondary school - DOB + 30 years Unless legal action is pending Primary school – transferred to new school within 5 days of pupil starting at new school	YES	Yes	
Proposed EHCP or amended EHCP	Special Educational Needs and Disability Act 2001 Section 1	Secondary school - DOB + 30 years Unless legal action is pending Primary school – transferred to new school within 5 days of pupil starting at new school	YES	Yes	
Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years Unless legal action is pending	NO	No	
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending	YES	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Pupil SEN Files		Secondary - DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period. Primary school – transferred to new school within 5 days of pupil starting at new school	YES	Yes	
D. Safeguarding					
Children					
Pupil safeguarding file		Secondary school - DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period. Primary school – transferred to new school within 5 days of pupil starting at new school	YES	Yes	
Referrals to other agencies		Secondary school - DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period. Primary school – transferred to new school within 5 days of pupil starting at new school	YES	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Adults					
Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed.	YES	Yes	
Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.	YES	Yes	
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3. School Trips ad Extra Curricular Activities					
Educational Visits outside the Classroom					
School global trip consent forms for visits other than high risk or residential visits		Retained on pupil file until pupil leaves the school	YES	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Records created by schools to obtain approval to run an Educational Visit outside the Classroom for high risk visits	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years	YES	No	
Day Trips					
Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	YES	Yes	
Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	YES	Yes	
Residential Trips					
All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review. If major incident occurred then until DOB of all pupils involved in incident + 25 years	YES	Yes	
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Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
4. School Management					
A. Senior Management Team					
Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years	YES	Yes	
Reports made by the Head Teacher or the management team		Date of report + 3 years	YES	Yes	
Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years	YES	Yes	
Correspondence created by Head Teachers, Deputy Head Teachers, Assistant Heads, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	YES	Yes	
School development plans		Closure + 6 years then review	YES	No	
Professional development plans		Closure + 6 years	YES	Yes	
Action Plans		Date of action plan + 3 years	YES	No	
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)	YES	No	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
B. Curriculum Management					
Timetable		Current year then review	NO	No	
Curriculum development		Current year + 6 years	NO	No	
Curriculum returns		Current year + 3 years	NO	No	
School syllabus		Current year then review	NO	No	
Schemes of work		Current year then review	NO	No	
Class record books		Current year then review	NO	No	
Mark Books		Current year then review	NO	No	
Record of homework set		Current year then review	NO	No	
Pupils' work		Current year then review	NO	No	
Assessment and Performance data		Current year then review. Summary data to be kept for 10 years for comparison of performance over time.	NO	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
C. General Administration					
Emails		Kept no longer than is necessary. If contents of email falls within educational pupil or personnel record then retention period as stated in relevant Pupil/Personnel section applies. Transfer email to more appropriate media if possible.	YES	Yes	
School brochure/prospectus		Current year + 3 years	NO	Yes	
General file series or correspondence files		Current year + 5 years	NO	No	
Circulars (staff/parents/pupils)		Current year + 1 year	NO	No	
Newsletters, ephemera		Current year + 1 year	NO	No	
Visitors book/logs		Current year + 2 years	NO	Yes	
Free school meals registers	HMRC – Compliance Handbook Manual CH15400	Current year + 6 years	YES	Yes	
Records relating to the management of Alumni and Parent Teacher Associations		Current year + 6 years	NO	Yes	
Alumni consent for use of personal data		All records should be retained for the life of the Alumni, unless consent is withdrawn – at which point all records pertaining to the individual should be destroyed.	NO	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
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5. HR and Personnel Management					
Employer's Liability Certificate	Employers' Liability (Compulsory Insurance) Regulations 1998	Closure of the school + 40 years	YES	No	
Staff Personnel files		Termination + 6 years	YES	Yes	
Employment References (given)		At least 1 year after the reference date	NO	Yes	
Employment References (received)		Termination of Employment	YES	Yes	
Flexible Working Requests		18 months following any appeal	YES	Yes	
Annual leave and other approved absence records		Termination of employment (to be reviewed)	YES	Yes	
Interview notes and recruitment records (for unsuccessful applicants)		Date of interview + 6 months	YES	Yes	
Pre-employment Health questionnaires		Termination of employment plus 6 years	YES	Yes	
Sickness Certificates and records		Termination of employment plus 6 years	YES	Yes	
Maternity, Paternity, Adoption and Shared Parental/Parental Leave records		18 years from the birth of the child	NO	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Occupational Health reports		To be reviewed on an individual basis. Termination of employment + 6 years unless individual review determines sooner.	YES	Yes	
Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months	YES	Yes	
Proofs of identity collected as part of the process of checking "portable" enhanced DBS 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 documentation then this should be placed on the member of staff's personal file.	YES	Yes	
Right to Work in the UK checks	Immigration Act 2014	Termination of employment + 2 years	YES	Yes	
Disciplinary proceedings: case not found		Take advice from HR if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case	YES	Yes	
Disciplinary proceedings: written warnings		The duration of the warning If the information has been added to an individual's personnel file, it must be removed from the file once the retention period has elapsed.	YES	Yes	
Annual performance review or assessment records		Termination of employment	YES	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Images held of members of staff together with any consents and permissions to publish	Data Protection Act 2018	All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement	NO	Yes	
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6. Finance					
A. Payroll and Pensions					
Records relating to the management of the payroll	Taxes Management Act 1970	6 years from the end of the tax year to which they relate	YES	Yes	
Records held in relation to Retirement Benefits Schemes	Retirement Benefits Schemes (Information Powers) Regulations 1995	6 years from the end of the scheme year in which the event took place	YES	Yes	
Salary records (including timesheets)	Taxes Management Act 1970	6 years from the end of the tax year to which they relate	YES	Yes	
Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), as amended Maternity & Paternity Leave Regulations 1999	3 years after the end of the tax year in which the maternity/paternity period ends	YES	Yes	
Sick Pay	Statutory Sick Pay (General) Regulations 1982	3 years from the end of the tax year to which they relate	YES	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
B. Financial Records					
Annual Accounts and Accounting Records	Companies Act Charities Act	6 years from the end of the financial year in which they were made (longer of the 2 statutory provision)	YES	No	
Loans and grants		6 years after the date of the last payment	YES	No	
Inventories of equipment and furniture		6 years from the active date	YES	No	
Annual Budget and background papers		6 years from the active date	YES	No	
Budget reports, budget monitoring etc		6 years from the active date	YES	No	
Contracts – executed under seal	Limitation Act 1980 (Section 12)	12 years after the contract completion date	YES	No	
Contracts – under signature	Limitation Act 1980 (Section 2)	6 years after the contract completion date	YES	No	
Contracts - monitoring records		Current year + 2 years	YES	No	
Back to schedule contents					
7. Health and Safety					
Policy Statements		Date of expiry + 1 year [it may be necessary to keep one copy of each policy so that a history of what policies were in place at any time]	YES	No	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Accessibility Plans	Limitation Act 1980	Current year + 6 years	YES	Yes	
Records relating to accident/injury at work	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Limitation Act 1980	At least 3 years from date of incident	YES	Yes	
Accident Reporting – Children	Limitation Act 1980	Date of birth + 21 years where the injured person is a minor at the time of the accident	YES	Yes	
Accident Reporting – Adults	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Limitation Act 1980	Date of the accident + at least 3 years where the injured person is an adult at the time of the accident;	YES	Yes	
Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Current year + 3 years	YES	No	
COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Date of creation + 40 years	YES	No	
Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos Regulations 2012	Last action + 40 years	YES	No	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Ionising Radiations Regulations 2017	Last action + 50 years	YES	No	
Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005	Current year + 6 years	YES	No	
Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Date the fire risk assessment expires + 6 years	YES	No	
Fire Drill records	Regulatory Reform (Fire Safety) Order 2005	Date of fire drill + 6 years	YES	No	
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8. Building Management					
Title Deeds		Permanent	YES	No	
Plans		Permanent Retain in school whilst operational	YES	No	
Maintenance and statutory check records	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	3 years other than for: Air monitoring – 5 years Exhaust ventilation – 5 years Respiratory protective equipment – 5 years	YES	No	
Leases		Expiry of lease + 6 years	YES	No	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Lettings		Current year + 3 years	NO	No	
CCTV Images	Surveillance Camera Code of Practice pursuant to the Protection of Freedoms Act 2012	1 calendar month from date of recording unless required for legal proceedings	NO	Yes	
Burglary, theft and vandalism report forms		Current year + 6 years	NO	Yes	
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9. Data Protection and Freedom of Information					
Records relating to the management of subject access requests	Data Protection Act 2018	1 year following completion of the request	NO	Yes	
Data Protection Impact Assessments	Data Protection Act 2018	For life of project.	NO	No	
Records Relating to the management of freedom of information requests		Current year + 3 years	NO	Yes	
10. Central Government and Local Authority					
Central Government					
OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required	NO	No	
School Census and Workforce Returns		Current year + 6 years	NO	Yes	

Basic file description	Statutory Provisions	Retention Period	Business Critical	Personal Information	Information Risk Category
Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required	NO	No	
Local Authority					
Health Returns for Vaccinations		Current Year + 4 years	NO	Yes	
Post 16 and Post Education Destination Returns	Education Act	Current Year + 2 years	NO	Yes	
Attendance Returns		Current Year + 1	NO	No	
Public Examination Summary Results		Current Year + 2	NO	No	
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