



St Peter's School

YORK

Data Retention Policy

St Peter's School, York

May 2024

(Next review Christmas term 2025)

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Introduction

St Peter's York comprises of St Peter's 2-8, St Peter's 8-13 and St Peter's 13-18, collectively referred to in this policy as the School unless otherwise stated.

This policy sets out the School's arrangements for compliance with the General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the School from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. The School may also vary any parts of this procedure, including any time limits, as appropriate in any case.

Data Protection

This policy sets out how long employment-related and pupil data will normally be held by the School and when that information will be confidentially destroyed in compliance with the terms of the UK General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000.

Data will be stored and processed to allow for the efficient operation of the School. The School's Data Protection Policy outlines its duties and obligations under the UK GDPR.

Factors in records and record keeping systems

The School has a responsibility to maintain its records and record keeping systems. When doing this, the School will take account of the following factors:

1. The most efficient and effective way of storing records and information;
2. The confidential nature of the records and information stored;
3. The security of the record systems used;
4. Privacy and disclosure; and
5. Accessibility of records and record keeping systems.

Retention Schedule (Appendix 1)

Information (hard copy and electronic) will be retained for at least the period specified in the attached retention schedule (Appendix 1). When managing records, the School will adhere to the standard retention times listed within that schedule.

The retention schedule refers to all records regardless of the media (e.g. paper, electronic, microfilm, photographic etc) in/on which they are stored. All records will be regularly monitored by the Data Manager.

Destruction of Records

The schedule is a relatively lengthy document listing the many types of records used by the School and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

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

All paper records containing personal information, or sensitive policy information should be shredded before disposal where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

The School maintains a database of records which have been destroyed and who authorised their destruction. If you are not of where this is located please speak the Data Manager. When destroying documents, the appropriate staff member should record in this list the following: -

File reference (or other unique identifier);

File title/description;

Number of files;

Name of the authorising Officer;

Date destroyed or deleted from system; and

Person(s) who undertook destruction.

Retention of Safeguarding Records

Any allegations made that are found to be malicious must not be part of the personnel records.

For any other allegations made, the School must keep a comprehensive summary of the allegation made, details of how the investigation was looked into and resolved and any decisions reached. This should be kept on the personnel files of the accused.

As of January 2024, the length of time that allegations of sexual abuse should be preserved are currently being reviewed by the Information Commissioner's Office based on a recommendation by the Independent Inquiry into Child Sexual Abuse for these records to be kept for 75 years. Until this is confirmed by the ICO, all such records should be kept indefinitely. All other records (for example, the personnel file of the accused) should be retained until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Archiving

While most of the documents handled by the school are to be kept for only as long as the school has a business need to do so (in line with the GDPR principle of “data minimization”), a small portion of our records have been identified as eligible for being placed in the school’s historical archives.

These documents are kept because they have value for scientific or historical research, or for future statistical purposes. This might for example include year group photos, videos of school performances, lists of pupils and school newsletters, photos of visits by dignitaries, etc. GDPR laws still apply to these documents and the school takes seriously its obligations to ensuring that the privacy rights of our students and staff are respected when placing these documents in our archives, which are not normally accessible to the public during the lifetime of the student or member of staff.

Staff should not use the concept of “keeping documents for historical purposes” to get around their responsibility to delete data when no longer justifiable according to the Data Retention Policy. Documents stored under the archives policy must be physically

transferred to the archives by the Data Manager, and may not be kept in other locations in the school. Once transferred into the archives, these documents will not normally be accessible to other school staff.

For more information on the types of documents that are eligible for permanent archiving, and the law regarding this, please also read the school's Archives Policy. The Retention Schedule found in this policy also specifies which types of student data will be placed in the permanent archive when it no longer is needed for the normal running of the school.

It is the responsibility of the Data Manager to manage the transfer of documents from school files and systems to the permanent archive, and all such transfers will be logged, including the following information:

File reference (or other unique identifier)

File title/description

Number of files; and

Name of the authorising officer.

Transferring 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 or virtual storage centres (such as cloud storage). The lifespan of the media and the ability to migrate data where necessary should always be considered.

Transferring Information to Another School

We retain the Pupil's educational record whilst the child remains at the School. Once a pupil leaves the School, the file should be sent to their next school if applicable. The responsibility for retention then shifts onto the next school. We retain the file for a year following transfer in case any issues arise as a result of the transfer.

We may delay destruction for a further period where there are special factors such as potential litigation.

Responsibility and Monitoring

The Data Manager and Senior Deputy Head have primary and day-to-day responsibility for implementing this Policy. The Data Protection Officer, in conjunction with the School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The Data Protection Officer will consider the suitability and adequacy of this Policy and report improvements directly to management.

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given adequate and regular training on it.

Emails

Email systems should never be used as a substitute for the student database or other filing system, and data in emails should be transferred into a more appropriate storage system such as CPOMS or iSAMS at the earliest opportunity. This helps reduce the

administrative burden associated with Subject Access Requests, and makes it easier for data to be located and deleted when the school can no longer legally retain it. It is important to remember that emails do form part of a student's record, and therefore should be deleted according to the appropriate retention period. Note that different emails may be subject to different retention periods (for example, an email regarding a health and safety report will be subject to a different time frame to an email which forms part of a pupil record).

Pupil Records

All schools with the exception of independent schools, are under a duty to maintain a pupil record for each pupil. Early Years will have their own separate record keeping requirements. If a child changes schools, the responsibility for maintaining the pupil record moves to the next school. We retain the file for 2 years following transfer in case any issues arise as a result of the transfer.

Appendix 1 - Retention Periods

FILE DESCRIPTION	RETENTION PERIOD
Part One: Employment Records	
Job applications and interview records of unsuccessful candidates	One year after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained
Criminal Records Declaration by candidates	Six Months
Job applications and interview records of successful candidates	6 years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases
Right to work documentation including identification documents	6 years after employment ceases
Immigration checks	Minimum two years after the termination of employment
Tier 2 migrant worker sponsor records	Minimum one year after the termination of employment
DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months. Unless police specifically consulted. A record of checks must be added to SCR/ personnel file but not the certificate itself.

Personnel records	While employment continues and up to six years after employment ceases (Limitation Act 1980) paper and electronic copies to be destroyed and HR records on iSAMS will have all data removed except for Name
	and service dates, if there are any safeguarding claims keep indefinitely
Annual leave records	Six years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards
Disciplinary records	6 years after employment ceases
Training	6 years after employment ceases or length of time required by the professional body
Staff training where it relates to safeguarding or other child related training	Date of the training plus 40 years (This retention period reflects that the IICSA may wish to see training records as part of an investigation)
Annual appraisal/assessment records	Current year plus 6 years
Professional Development Plans	6 years from the life of the plan
Allegations of a child protection nature against a member of staff including where the allegation is founded	10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. Malicious allegations should be removed.
Contracts of employment	7 years from effective date of end of contract
Single Central record	Permanent record that checks have been done but actual DBS certificates will not be kept for longer than 6 months.
Part Two: Financial and Payroll Records	
Pension records	ISBA recommends potentially permanent retention
Retirement benefits schemes - notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place
Payroll and wage records	6 years after end of tax year they relate to (Taxes Management Act 1970; Income and Corporation Taxes 1988)
Maternity/Adoption/Paternity Leave records	3 years after end of tax year they relate to
Statutory Sick Pay	3 years after the end of the tax year they relate to
Current bank details	Until updated plus 3 years
Bonus Sheets	Current year plus 3 years

Time sheets/clock cards/flexi time	Current year plus 3 years
Pupil Premium Fund records	Date pupil leaves the provision plus 6 years
National Insurance (schedule of payments)	Current year plus 6 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)
Insurance	Current year plus 6 years (Taxes Management Act 1970; Income and Corporation Taxes 1988) Claims to be retained for a minimum of 7 years
Overtime	Current year plus 3 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)
Annual accounts	Current year plus 6 years
Loans and grants managed by the School	Date of last payment on the loan plus 12 years
All records relating to the creation and management of budgets	Life of the budget plus 3 years
Invoices, receipts, order books and requisitions, delivery notices	Current financial year plus 6 years
Budget and internal financial reports	Minimum 3 years
VAT returns	Minimum 6 years
Tax returns	Minimum 6 years
Part Three: Agreements and Administration Paperwork	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade union agreements	10 years after ceasing to be effective
School Development Plans	3 years from the life of the plan
Visitors Book and Signing In Sheets	6 years
Newsletters and circulars to staff, parents and pupils	1 year (and the School may decide to archive one copy)
Minutes of Senior Leadership Team meetings	Date of the meeting plus 3 years or as required
Reports created by the Head Master or the Senior Leadership Team.	Date of the report plus a minimum of 3 years or as required
Records relating to the creation and publication of the school prospectus	Current academic year plus 3 years
Deeds or contracts under seal	
Signed or final/concluded agreements (plus any signed or final/concluded variations or amendments)	

	Minimum - 7 years from completion of contractual obligations or term of agreement, whichever is the later
Part Four: Health and Safety Records	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	Life of the risk assessment plus 3 years
Health and Safety Policy Statements	Life of policy plus 3 years
Any records relating to any reportable death, injury, disease or dangerous occurrence	Until 3 years after the incident or the student reaches 21, whichever is later.
Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	Until the child reaches the age of 21.
Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	Accident records should be retained 3 years (Social Security (Claims and Payments) Regulations 1979; Social Security Administration Act 1992; Limitation Act 1980)
Fire precaution log books	Current year plus 3 years
Health Monitoring Records for employees pursuant to Coshh Regulations 2002 •	40 years from the date of the last entry made in the record (Control of Substances Hazardous to Health Regulations (COSH))
Records of tests and examinations of control systems and protection equipment under Coshh	5 years from the date on which the record was made emailed estates 21/2/22 log them on a system called Every.
Part Five: Temporary and Casual Workers	
Records relating to hours worked and payments made to workers	3 years
Part Six: Governing Body Documents	
Instruments of government	For the life of the School
Minutes - principal set (signed)	Generally kept for the life of the organization along with Register of Attendance.
Agendas - principal copy	Where possible the agenda should be stored with the principal set of the minutes

Agendas - additional copies	Date of meeting
Policy documents created and administered by the governing body	Until replaced
Annual reports required by the Department of Education	Date of report plus 10 years
Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints: current year plus 6 years. If negligence involved: current year plus 15 years. If child protection or safeguarding issues are involved then: current year plus 40 years.
Correspondence sent and received by the governing body or head teacher	General correspondence should be retained for current year plus 3 years
Records relating to the terms of office of serving governors, including evidence of appointment	Date appointment ceases plus 6 years
Register of business interests	Date appointment ceases plus 6 years
Records relating to the training required and received by governors	Date appointment ceases plus 6 years
Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases plus 6 years
Governor personnel files	Date appointment ceases plus 6 years
Records of Terms of Office - Service dates of all past members	Indefinitely
List of former governors and fellows, name and address as well as partners names	Indefinitely
Certificate of Incorporation	
Part Seven: Pupil Records	
Basic Student Record: (Name, address, DOB, House and Destination Data)	Kept in iSAMS until age of 25, after which data is transferred to the School Archives.
Applications and documents of applicants who do not become current pupils. This includes entrance exam scores and test papers of exams taken in support of their application.	6 months from the beginning of the academic year they applied for.
Student immigration records	Duration of student Sponsorship plus 1 year as a minimum
Proof of address supplied by parents as part of the admissions process	Current year plus 1 year
Pupil Record - Pupil reports and performance records - Pupil medical records (Not accidents)	Primary and early year - Whilst the child attends the School and a minimum of one year after Secondary - until the child reaches the age of 25 (Limitation Act 1980)
Records pertaining to Accidents	25 years from DOB.

“Records of Minor First Aid Incidents Involving Pupils”	Three years from date of incident.
Attendance Registers	25 years from dob to tally up with record retention
After School Care Registers (2-8)	Kept for one term after the term used. Then SECURE DISPOSAL.
Correspondence relating to any absence (authorised or unauthorised)	Current academic year plus 2 years (Education Act 1996)

Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	ISBA Recommend 35 years from dob
Safeguarding information (to be held in a separate file) including referrals.	Indefinitely
Exam results (pupil copy)	1-3 years from the date the results are Released
Examination results (school's copy)	Current year plus 6 years (seven in total). Afterwards send to Historical Archives for permanent secure storage.
Uncollected Exam Certificates	As per guidance from OFQUAL.
Entrance Exams of successful applicants, including scores and exam scripts.	Hard copy to be destroyed once it has been recorded onto iSAMS, and no later than February of the academic year following the academic year of the students' entry into school Isams record will form pupil record and will be destroyed 7 years from leaving
Allegations of sexual abuse	Indefinitely (until the recommendation for length of retention suggested by the Independent Inquiry into Child Sexual Abuse is agreed by the Information Commissioner's Office, at which time this time period may be revised.)
Records relating to any allegation of a safeguarding nature against a member of staff	Until the accused normal retirement age or 10 years from the date of the allegation (whichever is the longer)
Consents relating to school activities as part of UK GDPR compliance (for example, consent to be sent circulars or mailings)	Consent will last whilst the pupil attends the school.
Pupil's work	Where possible, returned to pupil at the end of the academic year (provided the School have their own internal policy to this effect). Otherwise, the work should be retained for the current year plus 1 year.
Mark books	Current year plus 1 year
Schemes of work	Current year plus 1 year
Log of when Medical Centre dispenses medication, and associated parental	Three years

consent documentation.	
Timetable	Current year plus 1 year
Class record books	Current year plus 1 year
Record of homework set	Current year plus 1 year
Pupil Photograph on MIS	Date of Birth plus 25 years. Please note select images may also be kept for longer (for example to illustrate history of the school) in the school's historical archive.
Parental consent forms for school trips where there has been no major incident	End of the trip or end of the academic year (subject to a risk assessment carried out by the School)
Parental permission slips for school trips where there has been a major incident	Date of birth of the pupil involved in the incident plus 25 years. Permission slips for all the pupils on the trip should be retained to demonstrate the rules had been followed for all pupils
Part Eight: Other Records	

Emails	Students re disabled within 3 month and then accounts and emails are deleted within a year of leaving Staff - accounts are disabled when they are notified by HR and are then deleted within a year of leaving.
CCTV	retain until the hard drive is full and then they overwrite most will not fill for longer than 30 days but there are one or 2 cameras in less visited areas and these cameras may store for approximately 4 months
Privacy notices	Until replaced plus 6 years
Inventories of furniture and equipment	Current year plus 6 years
All records relating to the maintenance of the School carried out by contractors or employees of the school	Whilst the building belongs to the school
Records relating to the letting of school premises	Current financial year plus 6 years
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year plus 6 years then review
Referral forms	While the referral is current
Contact data sheets	Current year then review, if contact is no longer active then destroy
Parent Portal accounts	To be disabled one term after the last child leaves St Peters

Authorised by	The Head Master May 2024
Next Review	Christmas Term 2025