

North Norfolk Academy Trust

GDPR Policy



North
Norfolk
**Academy
Trust**

This policy must be considered alongside the separate policies for individual data groups.



**Approved:
Next Review:**



**December 2018
December 2019**



Contents

1. Aims.....	2
2. Legislation and guidance	2
3. Definitions	3
4. The data controller	4
5. Roles and responsibilities	4
6. Data protection principles.....	5
7. Collecting personal data.....	5
8. Sharing personal data	6
9. Subject access requests and other rights of individuals	6
10. Parental requests to see the educational record	8
11. Biometric recognition systems.....	8
12. CCTV	8
13. Photographs and videos	8
14. Data protection by design and default	9
15. Data security and storage of records.....	9
16. Disposal of records	10
17. Personal data breaches	10
18. Training.....	10
19. Monitoring arrangements	10
20. Links with other policies	10
Appendix 1: Personal data breach procedure	12

1. Aims

Our Trust 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 [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the [GDPR](#) and the ICO's [code of practice for subject access requests](#).

It meets the requirements of the [Protection of Freedoms Act 2012](#) when referring to our use of biometric data.

It also reflects the ICO's [code of practice](#) for the use of surveillance cameras and personal information.

In addition, this policy complies with regulation 5 of the [Education \(Student Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child's educational record.

In addition, this policy complies with our funding agreement and articles of association.

3. Definitions

Term	Definition
<p>Personal data</p>	<p>Any information relating to an identified, or identifiable, individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none"> • Name (including initials) • Identification number • Location data • Online identifier, such as a username <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
<p>Special categories of personal data</p>	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none"> • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental • Sex life or sexual orientation
<p>Processing</p>	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
<p>Data subject</p>	<p>The identified or identifiable individual whose personal data is held or processed.</p>
<p>Data controller</p>	<p>A person or organisation that determines the purposes and the means of processing of personal data.</p>
<p>Data processor</p>	<p>A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.</p>

Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.
-----------------------------	---

4. The data controller

The schools in our Trust process personal data relating to parents, students, staff, governors, visitors and others, and, therefore, is a data controller.

The schools are registered as data controllers with the ICO and will renew this registration annually or as otherwise legally required.

5. Roles and responsibilities

This policy applies to **all staff** employed by our schools, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Governing board

The Trustee body has overall responsibility for ensuring that our schools comply with all relevant data protection obligations.

5.2 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.

He/she will provide an annual report of activities directly to the Trustees and, where relevant, report his/her advice and recommendations on school data protection issues.

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

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

Our DPO is Pat Duggan and is contactable via office@sheringhamhigh.co.uk

5.3 Headteacher

The headteacher/ head of school at each school acts as the representative of the data controller on a day-to-day basis.

5.4 All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing their school of any changes to their personal data, such as a change of address
- 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.
 - If they are unsure whether or not they have a lawful basis to use personal data in a particular way.
 - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area.
 - If there has been a data breach.
 - Whenever they are engaging in a new activity that may affect the privacy rights of individuals.
 - If they need help with any contracts or sharing personal data with third parties.

6. Data protection principles

The GDPR is based on data protection principles with which our schools must comply.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

This policy sets out how the schools aim to comply with these principles.

7. Collecting personal data

7.1 Lawfulness, fairness and transparency

We will only process personal data where we have one of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
- The data needs to be processed so that the school can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life
- The data needs to be processed so that the school, as a public authority, can perform a task **in the public interest**, and carry out its official functions
- The data needs to be processed for the **legitimate interests** of the school or a third party (provided the individual's rights and freedoms are not overridden)
- The individual (or their parent/carer when appropriate in the case of a student) has freely given clear **consent**

For special categories of personal data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

Primary Schools in the Trust.

If we offer online services to students, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent (except for online counselling and preventive services).

Secondary Schools in the Trust.

If we offer online services to students, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent where the student is under 13 (except for online counselling and preventive services).

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

7.2 Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the school's Management of Pupil Records, and Retention of pupil records and other pupil-related information guidelines in Appendix 2.

8. Sharing personal data

We will not normally share personal data with anyone else, but may do so where:

- There is an issue with a student or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and students – for example, IT companies. When doing this, we will:
 - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law
 - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
 - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- The assessment or collection of tax owed to HMRC
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our students or staff.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request they must immediately forward it to the DPO.

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Primary

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of students at our school may be granted without the express permission of the student. This is not a rule and a student's ability to understand their rights will always be judged on a case-by-case basis.

Secondary

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of students at our school may not be granted without the express permission of the student. This is not a rule and a student's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the student or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)

- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

10. Parental requests to see the educational record

For Academies, including free schools, and independent schools there is no automatic parental right of access to the educational record, but we choose to provide this.

Parents, or those with parental responsibility, have a right to free access to their child's educational record (which includes most information about a student) within 15 school days of receipt of a written request. The schools may levy a charge for providing copies of information.

11. Biometric recognition systems

Where we use students' biometric data as part of an automated biometric recognition system (for example, students use finger prints to receive school dinners instead of paying with cash, we will comply with the requirements of the [Protection of Freedoms Act 2012](#).

Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The school will get written consent from at least one parent or carer before we take any biometric data from their child and first process it.

Parents/carers and students have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant services for those students. For example, students can pay for school dinners in cash at each transaction if they wish.

Parents/carers and students can object to participation in the school's biometric recognition system(s), or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a student refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the student's parent(s)/carer(s).

Where staff members or other adults use the school's biometric system(s), we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

12. CCTV

We use CCTV in various locations around some of our sites to ensure they remain safe. We will adhere to the ICO's [code of practice](#) for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to Pat Duggan.

13. Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school.

Primary

We will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and student.

Secondary

We will obtain written consent from parents/carers, or students aged 18 and over, for photographs and videos to be taken of students for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and student. Where we don't need parental consent, we will clearly explain to the student how the photograph and/or video will be used.

Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our other policies for more information on our use of photographs and videos.

14. Data protection by design and default

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing privacy impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Maintaining records of our processing activities, including:
 - For the benefit of data subjects, making available the name and contact details of our school and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)
 - For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party recipients, how and why we are storing the data, retention periods and how we are keeping the data secure

15. Data security and storage of records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use

- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the school office
- Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and students are reminded to change their passwords at regular intervals
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices
- Staff, students or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment; see our e-safety policy.
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

16. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it. [See Appendices 2-7.](#)

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

17. Personal data breaches

Each school will make all reasonable endeavours to ensure that there are no personal data breach.

In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours. Such breaches in a school context may include, but are not limited to:

- A non-anonymised dataset being published on the school website which shows the exam results of students eligible for the student premium
- Safeguarding information being made available to an unauthorised person
- The theft of a school laptop containing non-encrypted personal data about students.

18. Training

All staff and governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.

19. Monitoring arrangements

The DPO is responsible for monitoring and reviewing this policy.

This policy will be reviewed and updated if necessary when the Data Protection Bill receives royal assent and becomes law (as the Data Protection Act 2018) – if any changes are made to the bill that affect our school's practice. Otherwise, or from then on, this policy will be reviewed **every 2 years** and shared with the full governing board.

20. Links with other policies

This data protection policy is linked to our:

- Freedom of information publication scheme

- Child Protection and Safeguarding Policy
- E-Safety Policy.

Appendix 1: Personal data breach procedure

This procedure is based on [guidance on personal data breaches](#) produced by the ICO.

- On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the DPO.
- The DPO will investigate the report, and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
 - Lost
 - Stolen
 - Destroyed
 - Altered
 - Disclosed or made available where it should not have been
 - Made available to unauthorised people
- The DPO will alert the headteacher and the chair of the Trust.
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure)
- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen
- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:
 - Loss of control over their data
 - Discrimination
 - Identify theft or fraud
 - Financial loss
 - Unauthorised reversal of pseudonymisation (for example, key-coding)
 - Damage to reputation
 - Loss of confidentiality
 - Any other significant economic or social disadvantage to the individual(s) concerned

If it's likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO.

- The DPO will document the decision (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored on the schools' computer systems.
- Where the ICO must be notified, the DPO will do this via the ['report a breach' page of the ICO website](#) within 72 hours. As required, the DPO will set out:
 - A description of the nature of the personal data breach including, where possible:
 - The categories and approximate number of individuals concerned
 - The categories and approximate number of personal data records concerned
 - The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
 - The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned
- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
 - Facts and cause
 - Effects
 - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

Records of all breaches will be stored on the schools' computer systems.

- The DPO and headteacher/ head of school will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible

Actions to minimise the impact of data breaches

We will take appropriate actions such as those set out below to mitigate the impact of different types of data breach, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

Eg. Sensitive information being disclosed via email (including safeguarding records)

- *If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error*
- *Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error*
- *If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the IT department to recall it*
- *In any cases where the recall is unsuccessful, the DPO will contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way*
- *The DPO will ensure we receive a written response from all the individuals who received the data, confirming that they have complied with this request*
- *The DPO will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted.*

Appendix 2

1. Management of pupil records

- 1.1 Pupil records are specific documents that are used throughout a pupil's time in the education system – they are passed to each school that a pupil attends and include all personal information relating to them, e.g. date of birth, home address, etc. as well as their progress and achievement.
- 1.2 The following information is stored on the front of a pupil record, and will be easily accessible:-
 - Forename, surname, gender and date of birth;
 - Unique Pupil Number;
 - Note of the date when the file was opened;
 - Note of the date when the file was closed, if appropriate.
- 1.3 The following information is stored inside the front cover of a pupil record and will be easily accessible:
 - Ethnic origin, religion and first language (if not English);
 - Any preferred names;
 - Position in their family, e.g. eldest sibling;
 - Emergency contact details and the name of the pupil's Doctor;
 - Any allergies or other medical conditions that are important to be aware of;
 - Names of parents, including their home address(es) and telephone number(s);
 - Name of the school, admission number, the date of admission and the date of leaving, where appropriate;
 - Any other agency involvement, e.g. speech and language therapist.
- 1.4 The following information is stored on a pupil record and will be easily accessible:
 - Admission form;
 - Details of any SEND;
 - If the pupil has attended an early years setting, the record of transfer;
 - Fair processing notices – only the most recent notice will be included;
 - Annual written reports to parents;
 - National Curriculum and agreed syllabus record sheets;
 - Notes relating to major incidents and accidents involving the pupil;
 - Any information about an Education and Healthcare Plan (EHCP) and support offered in relation to the EHCP;
 - Any notes indicating that child protection disclosures and reports are held;
 - Any information relating to exclusions;
 - Any correspondence with parents or external agencies relating to major issues, e.g. mental health;
 - Notes indicating that records of complaints made by parents or the pupil are held.
- 1.5 The following information is subject to shorter retention periods and, therefore, will be stored separately in a personal file for the pupil in the Main Office:
 - Absence notes;
 - Parental and, where appropriate, pupil consent forms for educational visits, photographs and videos, etc;
 - Correspondence with parents about minor issues, e.g. behaviour.
- 1.6 Hard copies of disclosures and reports relating to child protection are stored in a sealed envelope, in a securely locked filing cabinet in the [LSU]. A note indicating this is marked on the pupil's file.

- 1.7 Hard copies of complaints made by parents or pupils are stored in a file in the school's main office – a note indicating this is marked on the pupil's file.
- 1.8 Actual copies of accident and incident information are stored separately on the school's management information system and are held in line with the retention periods outlined in this Policy – a note indicating this is marked on the pupil's file. An additional copy may be placed in the pupil's file in the event of a major accident or incident.
- 1.9 The school will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend.
- 1.10 The only exception to the above is if any record placed on the pupil's file has a shorter retention period and may need to be removed. In such cases, the DPO responsible for disposing of records will remove these records.
- 1.11 Electronic records relating to a pupil's record will also be transferred to the pupil's next school. Section 10 of this Policy outlines how electronic records will be transferred.
- 1.12 Primary: The school will not keep any copies of information stored within a pupil's record, unless there is ongoing legal action at the time during which the pupil leaves the school. The responsibility for these records will then transfer to the next school that the pupil attends.
- 1.13 Secondary/Sixth Form: If any pupil attends the school until statutory school leaving age, the school will keep the pupil's records until the pupil reaches the age of 25 years.
- 1.14 The school will, wherever possible, avoid sending a pupil record by post. Where a pupil record must be sent by post, it will be sent by registered post, with an accompanying list of the files included. The school to which it is sent is required to sign a copy of the list to indicate it has received the files and return this to the school.

2. Retention of pupil records and other pupil-related information

- 2.1 The table below outlines the schools' retention periods for individual pupil records and the action that will be taken after the retention period, in line with any requirements.
- 2.2 Electronic copies of any information and files will be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Admissions		
Register of admissions	Three years after the date on which the entry was made	Information is reviewed and the register may be kept permanently.
Secondary school admissions	The current academic year, plus one year	Securely disposed of.
Proof of address (supplied as part of the admissions process)	The current academic year, plus one year	Securely disposed of.
Supplementary information submitted, including religious and medical information etc (where the admission was successful)	Added to the pupil's record	Securely disposed of.
Supplementary information submitted, including religious and medical information etc (where the admission was not successful)	Until the appeals process has been completed	Securely disposed of.

Pupils' educational records		
Primary Schools only – Pupils' educational records	Whilst the pupil remains at the school	Transferred to the next destination – if this is an independent school, home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period.
Secondary Schools only – Pupils' educational records	25 years after the pupil's date of birth	Securely disposed of.
Public examination results	Added to the pupil's record	Returned to the examination board.
Internal examination results	Added to the pupil's record	Securely disposed of.
Child Protection information held on 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.
Attendance		
Attendance registers	Last date of entry on to the register, plus three years	Securely disposed of.
Letters authorising absence	Current academic year, plus two years	Securely disposed of.
SEND		
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.
Statement of SEN maintained under Section 324 of the Education Act 1996 or an EHCP 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.
Curriculum management		
SATs results	25 years after the pupil's date of birth (as stated on the pupil's	Securely disposed of.

	record)	
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.
Value 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.
Extra-curricular activities		
Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip	Up to 22 years after the pupil's date of birth.
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.
Family liaison officers and home-school liaison officers		
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.

Appendix 3

3. Retention of staff records

- 3.1 The table below outlines the schools' retention period for staff records and the action that will be taken after the retention period, in line with any requirements.
- 3.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Operational		
Staff members' personal files	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.
Recruitment		
Records relating to the appointment of a new 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 identity 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, it will be 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		
Child protection allegations, including where the allegation	Added to staff personal file, and until the individual's	Reviewed and securely

is unproven	normal retirement age, or ten years from the date of the allegation – whichever is longer. If allegations are malicious, they are removed from personal files.	disposed of – shredded.
Oral warnings	Date of warning, plus six months.	Securely disposed of – if placed on personal file, removed from file.
Written warning – Level 1	Date of warning, plus six months	Securely disposed of – if placed on personal file, removed from file.
Written warning – Level 2	Date of warning, plus 12 months	Securely disposed of – if placed on personal file, removed from file.
Final warning	Date of warning, plus 18 months	Securely disposed of – if placed on personal file, removed from file.
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related and is disposed of, as above.	Securely disposed of.

Appendix 4

4. Retention of senior leadership and management records

4.1 The table below outlines the schools' retention periods for senior leadership and management records, and the action that will be taken after the retention period, in line with any requirements.

Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Governing Board		
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 the 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].
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 ten years	Securely disposed of.
Proposals concerning changing	Date proposal accepted or	Securely disposed of.

the status of the school	declined, plus three years	
Headteacher and Senior Leadership Team (SLT)		
Log books of activity in the school maintained by the headteacher	Date of last entry, plus a minimum of six years	Reviewed and offered to the [County Archive 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 headteacher or SLT	Date of the report, plus a minimum of three years	Reviewed and securely disposed of.
Records created by the headteacher, deputy headteacher and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed and securely disposed of.
Correspondence created by the headteacher, deputy headteacher 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.

Appendix 5

5. Retention of health and safety records

- 5.1 The table below outlines the schools' retention periods for health and safety records, and the action that will be taken after the retention period, in line with any requirements.
- 5.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Health and Safety		
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 50 years	Securely disposed of.
Fire precautions log book	Current academic year, plus six years	Securely disposed of.

Appendix 6

6. Retention of financial records

- 6.1 The table below outlines the schools' retention periods for financial records and the action that will be taken after the retention period, in line with any requirements.
- 6.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type	Type of file	Retention period	Action taken after retention period ends
Payroll pensions			
	Maternity pay records	Current academic year, plus three years	Securely disposed of.
	Records held under Retirement Benefit Schemes (Information Powers) Regulations 1995	Current academic year, plus six years	Securely disposed of.
Risk management and insurance			
	Employer's Liability Insurance Certificate	Closure of the school, plus 40 years	Securely disposed of.
Asset management			
	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.
Accounts and statements including budget management			
	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.
Contract management			
	All records relating to the management of contracts under	Last payment on the contract, plus 12 years	Securely disposed of.

the seal		
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.
School fund		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years	Securely disposed of.
School meals		
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.

Appendix 7

7. Retention of other school records

- 7.1 The table below outlines the schools' retention periods for any other records held by the school, and the action that will be taken after the retention period, in line with any requirements.
- 7.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Property management		
Title deeds of properties belonging to the school	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	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.
Maintenance		
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.
Operational administration		
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.