Langley Fitzurse Church of England School

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Amaze Excite Inspire

‘Jesus offers life in all its fullness’

**Data Retention Policy**

**March 2020**

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Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION**

Langley Fitzurse CE Primary School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

* Scope
* Responsibilities
* Relationships with existing policies

**SCOPE OF THE POLICY**

This policy applies to all records created, received or maintained by staff at the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the school’s records will be selected for permanent preservation as part of the institution’s archives and for historical research. This should be done in liaison with the County Archives Service.

**RESPONSIBILITIES**

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Headteacher has overall responsibility for this policy.

The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school’s records management guidelines.

**RELATIONSHIP WITH EXISTING POLICIES**

This policy has been drawn up within the context of:

* The Freedom of Information Act 2000
* The school’s Data Protection Policy
* and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

**SAFE DISPOSAL OF RECORDS**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a crosscut shredder, or stored in the secure waste disposal pod in the Admin Office, the contents of which are periodically shredded by a reputable confidential waste management contractor. Extra sacks may be filled with confidential waste, awaiting disposal, as long as the sacks are securely stored in a locked room in the meantime.

Personal/sensitive records are not to be put in the dustbin or a skip.

**SCHOOL CLOSURES**

Should the school close there will be records which will need to be stored until their statutory retention periods. It is the responsibility of the Local Authority to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There may be a number of different reasons why a school has closed, and this may affect where the records need to be stored.

* If the school has been closed and the site is being sold or reallocated to other use, then the LA should take responsibility for the records from the date the school closes.
* If two schools have merged onto one site and then function as one school, it is sensible to retain all the records relating to the two schools on the one site.
* If Langley Fitzurse CE Primary School becomes an Academy, the records relating to the current pupil intake will be transferred to the Academy, but all other records become the responsibility of the LA.

**RETENTION GUIDELINES**

The Information and Records Management Service (IRMS) has produced a toolkit for schools (the latest version is dated 2019 and a copy is held in the Finance Office). The toolkit includes details of the retention periods connected to the general management of the school, and these are the retention periods that the school has adopted.

Some of the retention periods are governed by statute, and others are guidelines following best practice.

Managing records using these retention guidelines will be deemed to be ‘normal processing’, but if records are to be kept for longer or shorter periods than laid out in this document the reasons for this need will be documented in the Data Asset Register held in the Finance Office.

Langley Fitzurse CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection to enhance relationships.