

INFORMATION AND RECORDS RETENTION POLICY

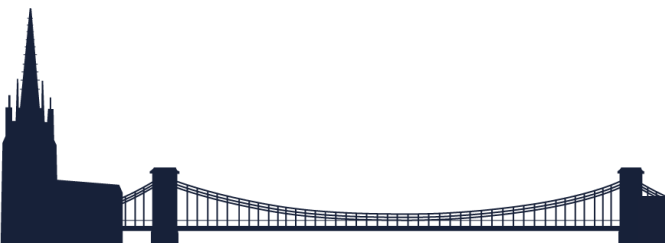
Marlow Education Trust

June 2023

Senior Leadership Responsibility: Director of Operations.

Headeachers

Governance: HR Committee, Marlow Education Trust



Introduction

1 This policy sets out a structured approach to reviewing and destroying records at Marlow Education Trust (the Trust).

2 The retention period for each type of record is shown in the table below. In addition, data protection legislation makes it unlawful to keep the information when it is no longer needed for the purpose for which it is held. This requirement allows discretion and may vary according to the circumstances, but in practice it means that the Trust should promptly destroy the record once the retention period in the table below has been reached (subject to the paragraphs below).

3 Occasionally there may be special circumstances which mean that a record should be kept for longer, for example, where there is a risk of litigation or a request from an outside body such as the Independent Inquiry into Child Sexual Abuse (IICSA), see below. The Trust would refer to its insurance policies and legal advice may be sought in these circumstances.

Run off period

4 The Trust uses a six month "run off" period to help ensure that a record is not deleted if it needs to be kept for longer. This means that the Trust keeps information for **six months** after the retention period set out in the table has come to an end. In addition, the Trust carries out a **data cleanse** of its files every three to six months. In practice therefore, a three year retention period means three and a half years plus up to six months to allow the Trust to securely dispose of the information.

Emails

5 All staff and pupils are to use @swbgs.com email addresses for academy work. For clarity, private email addresses are not to be used by staff to communicate to pupils or parents on any matter relating to their role as a staff member.

5.1 Staff are to manage their email filing such that queries can be addressed up **to a year arrears**. I suggest a year in arrears because we have had issues where staff have needed to confirm that they did send out relevant information.

The Independent Inquiry into Child Sexual Abuse (IICSA) and insurer requirements:

6 IICSA has issued retention instructions to a range of institutions regarding records relating to the care of children. Although the Trust itself *has not* received such an instruction, in light of this and the wider safeguarding context, the Trust has decided to temporarily cease the routine destruction of those records which might be relevant in case they are requested by IICSA or made subject to a disclosure order. The Trust has decided to apply this to the following categories of document:

1.3 Child Protection Records

5.2 Staff Safeguarding including Low Level Concerns

5.5 Documents relating to staff contributions to Teacher Pension Scheme

5.6 Employment References where a safeguarding concern has been raised.

5.7 Employment References where no concern has been raised until clarity from IICSA

6.1 -2 Report of dangerous disease.

10.1 Investigation Documents relevant to IICSA

7 Please note that the Trust is keeping this under review and intends to recommence controlled document destruction at the appropriate time.

8 The Trust's insurers have requested that the Trust keeps the following categories of information **indefinitely** :

9.1 Insurance certificates and schedules of cover

The Trusts' Statutory Books

The Trust's Memorandum and Articles of Association

Secure destruction

9 Personal data will be securely deleted or destroyed at the end of the relevant retention period.

10 The Trust has allocated responsibility for the secure disposal of records containing personal data to the Director of Operations. The Director of Operations will liaise with all departments to ensure that the records are disposed of appropriately.

11 The Trust will keep a record of what personal data has been deleted and when the deletion took place.

12 The Trust will ensure that any electronic devices are wiped securely before they are disposed of or recycled.

13 Paper records are disposed of through secure shredding as follows: All personal paper records are stored securely on site for the requisite period as detailed. Paper records ready for destruction are taken by an outside contractor, Shred-it UK, for secure and confidential paper shredding. For papers which do not need to be retained in accordance with this policy, the Trust has placed locked and confidential waste bins around the Trust site which are regularly emptied securely.

14 The Trust may hire contractors to delete or dispose of personal data, for example, by wiping and disposing of electronic devices or by shredding paper. In these cases, the Trust carries out appropriate due diligence on its contractors to check that they are complying with their obligations and ensure that there is a suitable written agreement in place.

15 The Trust has measures in place to halt the deletion of information promptly should it need to be retained beyond the normal retention period. For example, if information may be required in relation to a legal claim.

16 Staff are allowed to use their personal devices for Trust work so long as such use complies with the Trust's requirements as set out in the Data Protection Policy **and the staff code of conduct**. The Trust ensures that any Trust related personal data is wiped from the device as follows: when a member of staff leaves their employment, the IT department is able to access the device and remove data associated with the staff member's working account.

17 The Trust uses contractors to process personal data on its behalf (called processors under data protection law). Examples of the processors used by the Trust include the Trust's payroll provider (Buckinghamshire County HR Department). Where the Trust utilises data processors, contracts include the actions to be taken to delete the data on conclusion of the contract.

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
1	Pupils			
1.1	Admission registers (however held)	Three years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED / DELETE	Yes
1.2	Attendance registers (however held)	Three years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED / DELETE	Yes
1.3	Child protection records	Indefinite retention	Notes Child protection information must be sent under separate cover to the pupil's educational file to the Designated Safeguarding Lead (DSL) at the new school whilst the child is still under 18. Trusts should ensure secure transit and confirmation of receipt should be obtained. As to whether the Trust should send the original or a copy, practice varies from local authority to local authority on this so the Trust should check local requirements. KCSIE is silent on whether the original or a copy must be sent. (A copy of the information, whether the original or a copy of the original, should be retained by the Trust).	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
			<p>Where a child is removed from roll to be educated at home, the file should be sent to the Local Authority (LA), with a copy being retained by the Trust.</p> <p>In accordance with the terms of reference of the Independent Inquiry into Child Sexual Abuse all schools are required to retain information which relates to allegations (substantiated or not) of organisations and individuals who may have been involved in, or have knowledge of child sexual abuse or child sexual exploitation; allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children; and institutional failures to protect children from sexual abuse or other exploitation.</p>	
1.4	Biometric information (e.g. fingerprints to be used as part of an automated biometric recognition system)	For as long as the Trust requires the information for the automated biometric recognition system	This information must not be kept for longer than it is needed. The information must be destroyed if the pupil no longer uses the system including when they leave the Trust, where the parent or pupil withdraws consent or the pupil objects to its use	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
1.5	Consents for using pupils' biometric data	For as long as the data is being processed and up to six years afterwards	SHRED / DELETE	No
1.6	Medical records held by the Trust	DOB of the pupil + 25 years	Review for further retention in the case of contentious disputes SHRED / DELETE	No
1.7	Counselling records held by the Trust	DOB of the pupil + 25 years	Review for further retention in the case of contentious disputes SHRED / DELETE	No
2	Pupil files			
2.1	Pupil files (including public examination scripts, marks and results)	DOB of the pupil + 25 years	Review for further retention in the case of contentious disputes, for example, parental complaints, disciplinary matters, pupil exclusions, bullying incidents and subject access requests SHRED / DELETE Notes <ul style="list-style-type: none"> When reviewing pupil files, the Trust should have regard to other applicable sections of this policy 	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
			<ul style="list-style-type: none"> Any examination certificates left unclaimed should be returned to the appropriate Examination Board <p>If the child moves school then the Trust must retain a copy of the file sent to the new school.</p>	
2.2	Internal examination scripts, marks and results	<p>Scripts:</p> <p>Scripts from weekly or monthly tests: Keep until the end of the following academic year.</p> <p>Scripts from termly or yearly tests: Keep until the end of the next academic year.</p> <p>Marks and results:</p> <p>If the purpose of the test is to progress the child (either internally or externally) then keep marks and results in accordance with the retention periods and guidance set out in row 2.1 above.</p> <p>If the purpose of the test is for general internal assessment of academic</p>	Keep for longer in accordance with the retention periods and guidance set out in row 2.1 above if risk of contentious disputes, for example, parental complaints, disciplinary matters, pupil exclusions, bullying incidents and subject access requests.	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		performance then keep marks and results for the same period as the scripts themselves.		
2.3	General school work (e.g. essays, artwork)	DOB of the pupil + 25 years	SHRED / DELETE	No
2.4	Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 25 years	Review for further retention in the case of contentious disputes SHRED / DELETE	No
2.5	Statement of Special Education Needs (SEN) and Education Healthcare (EHC) Plans	DOB of the pupil + 25 years Consider also whether further retention is appropriate in light of IICSA.	SHRED / DELETE unless legal action pending The Statement / Plan belongs to the LA which makes and maintains the Statement / Plan	Yes
2.6	Letters authorising absence	Three years from the date of the last entry on the attendance register	SHRED / DELETE	No
3	Permissions			

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
3.1	Parental permission slips for school trips – where there has been no major incident, accident, injury or near miss involving anyone on the trip	Conclusion of the trip + six years	Review for further retention in the case of contentious disputes otherwise SHRED / DELETE	No
3.2	Parental permission slips for school trips – where there has been a major incident, accident, injury or near miss involving anyone on the trip	DOB of the pupil involved in the incident +25 years The permission slips for all pupils on the trip may need to be retained to show that the rules had been followed for all pupils	Review for further retention in the case of relevance to contentious disputes or relevance to IICSA. SHRED / DELETE	No
4	Admission department and financial records			
4.1	Admission documents including [• enrolment forms].	Six years from date of leaving the Trust	Review for further retention in the case of contentious disputes SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
4.2	Admissions documents relating to applicants who did not join the Trust	One year.	SHRED / DELETE	No
4.3	Financial information in respect of school trips	Seven years for audit purposes.	Review for further retention in the case of contentious disputes SHRED / DELETE	No
5	Employment			
5.1	Employment or personnel records including recruitment information, application forms, (data gathered from online searches on shortlisted candidates), contracts of employment, changes to terms and condition,	For at least six years after date of termination of employment For at least 12 years after date of termination if any of the documents were signed as a deed	If on a date no earlier than six years after the termination date (or 12 years if any of the documents are a deed) there has been no recent contact from the relevant individual and no apparent breach of contract claim, dispose securely of documentation unless any child protection concerns. Records of anyone with child protection concerns (even if not proved) should be retained. Also review guidance available at the time of planned destruction, in case that guidance suggests a need to retain for longer.	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	disciplinary matters, grievance procedures.			
5.2	Risk assessments carried out for the purposes of determining a person's suitability to work with children and records relating to any formal or informal process concerning a matter of a safeguarding nature (including low level concerns)	Indefinitely	N/A	No
5.3	Single central register (SCR)	There is no legal requirement to keep the SCR entry for staff who have left as it ceases to be relevant for inspection purposes. Many trusts move the entry on to an	Review whether further retention is necessary. If so, these reasons must be documented. If not SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		<p>archive register whilst others keep a list of the checks carried out on the personnel file instead and retain that in accordance with their retention policy. As there is no statutory requirement to keep this information in this form it should only be kept for as long as is necessary. As it ceases to be relevant for inspection purposes the Trust should consider and document why it is necessary to keep it for a particular length of time. Should the Trust be notified of a historic abuse claim or should a former member of staff commit offences elsewhere the Trust may need to demonstrate that it carried out all required checks prior to work starting, when they were carried and out and by whom. This information could also be requested in</p>		

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		relation to the IICSA. As a consequence, best advice is to retain the SCR entry for each former member of staff indefinitely either on an archive SCR or within the personnel file.		
5.4	Childcare disqualification declarations	Keep in accordance with guidance from the IICSA. Declarations which contain information in relation to the household of a member of staff should be destroyed with immediate effect as the 'by association' element ceased to apply with effect from August 2018.	SHRED / DELETE	Yes
5.5	Records and documents relating to membership of and contributions to the Teachers' Pension Scheme.	Indefinitely	Review whether further retention is necessary. Decisions in relation to the Teachers' Pension Scheme may have ramifications beyond six years, and may be queried at any time by members and the Teachers' Pension Scheme.	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.6	Employment references received and provided where concerns were raised about an individual in relation to safeguarding, an individual's employment ended for a safeguarding reason or where safeguarding concern was outstanding at the time of termination	Part 4 of KCSIE states that these records should be retained for at least 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. However, whilst IICSA is ongoing no such records should be destroyed.	Review whether further retention is necessary when IICSA ends. If none, SHRED / DELETE	Yes
5.7	Employment references received and references provided (where no safeguarding concerns have arisen or are known)	As row 5.6 above (i.e., whilst IICSA is ongoing references received or provided should not be destroyed).	Consider whether any recent reference requests for the relevant individual have been received. If any concerns are / have been raised by social services or other agencies see 5.5 above. If none, SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.8	Working time opt out forms	Two years from the date on which they were entered into. However, given their potential relevance to disputes they should be retained for three years from the date on which they were entered into.	SHRED / DELETE	Yes
5.9	Records to show compliance with the Working Time Regulations	Two years from the creation of the record. However, given their potential relevance to disputes they should be retained for three years from the creation of the record.	SHRED / DELETE	Yes
5.10	Payroll and wage records These include records of: <ul style="list-style-type: none"> ● Details on overtime. ● Bonuses. ● Expenses. ● Benefits in kind. 	At least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they should be retained for six years after employment ends.	SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.11	PAYE Records	Three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they should be retained for six years after employment ends.	SHRED / DELETE	Yes
5.12	Maternity / paternity records These include: <ul style="list-style-type: none"> ● Records regarding Maternity payments made save for where those include payroll records. ● Dates of maternity leave. ● Period without maternity payment. ● Maternity certificates showing the 	Three years after the end of the tax year in which the maternity pay period ends. However, given their potential relevance to disputes they should be retained for four years after the end of the tax year in which the maternity pay period ends.	SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	expected week of confinement			
5.13	<p>Sickness records required for the purposes of Statutory Sick Pay (SSP)</p> <p>These include:</p> <ul style="list-style-type: none"> ● The dates the employee was off sick. ● Which of those days were qualifying days. ● The reason they said they were off work. <p>The employee's National Insurance number.</p>	<p>Three years after the end of the tax year to which they relate.</p> <p>Employers may be required by HMRC to maintain records for PAYE purposes and to show they are meeting their SSP obligations.</p> <p>Sickness records can sometimes be useful evidence of who attended the Trust at a given time. This may be useful in future, e.g., to defend claims. There is therefore an argument that these records should be kept in accordance with applicable retention periods to the type of claim. However, doing so could run into data protection compliance risks. If sickness records are kept for longer than three</p>	SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		years then we recommend the information should be limited to the dates when the staff member was off and not the reason (i.e, the record shouldn't even state they were off for sickness related reasons). The same point applies to 5.21 below.		
5.14	Records in relation to hours worked and payments made to workers	For a period of three years beginning with the last day of the following month to which the records relate. Given their potential relevance to pay disputes they should be retained for six years after the working relationship ends.	SHRED / DELETE	Yes
5.15	Consents for the processing of personal data and sensitive personal data (known as special category personal data under the UK GDPR)	For as long as the data is being processed and up to six years afterwards For consent to be valid it must be "freely given". This is often difficult to evidence in an employment context owing to the imbalance in the relationship between	SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		<p>the Trust and the employee. Therefore, the Trust should be very careful before asking employees to consent to their data being used in a particular way. In the vast majority of cases it is not necessary to obtain the employee's consent before using their personal data.</p>		
5.16	Disclosure and Barring Service (DBS) checks	<p>Dispose of once an applicant has been deemed suitable for appointment unless the Trust can justify a longer retention period in an individual case.</p>	<p>Enter DBS certificate number, date, initials on Single Central Register. Make a note that the applicant has been deemed suitable for appointment.</p> <p>SHRED / DELETE</p>	Yes
5.17	Immigration/Right to Work checks	<p>Throughout employment and then retained for two years after the termination of employment</p>	SHRED / DELETE	Yes
5.18	Documents that are required to be retained for each worker sponsored by the Trust	<p>Throughout the period of sponsorship and for whichever is the shorter period of either:</p>	<p>SHRED / DELETE</p> <p>VWV note: As of (September 2023) the UK Visas and Immigration Sponsor Guidance advises sponsors to retain at least one of the following in</p>	Yes

Record	Retention period	Action at the end of the retention period	Retention period required by law?
<p>under Skilled Worker or Temporary Worker immigration categories</p>	<p>one year from the date that the sponsorship of the migrant worker ends; or</p> <p>if the migrant worker is no longer sponsored, the point at which a Home Office compliance officer has examined and approved the documents</p>	<p>relation to recruitment exercises that result in the sponsorship of a migrant worker:</p> <ul style="list-style-type: none"> ● "a copy or summary of the interview notes for the successful candidate ● a list of common interview questions used for all candidates as part of your selection process ● brief notes on why the successful candidate was selected and why other candidates were rejected ● information about any scoring or grading process you used to identify the successful candidate ● any other relevant information or evidence. <p>Note: you do not have to retain application forms, CVs, interview notes or any other personal data relating to unsuccessful candidates".</p> <p>If the Trust does retain any information about unsuccessful applicants this should be anonymised. Anonymisation has quite a high threshold (e.g. it may require more than simply</p>	

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
			<p>removing names) and we would be pleased to advise further.</p> <p>There is an exception to this general rule if the Trust holds a Religious Worker and/or Creative Worker sponsor licence. If this is the case please seek our advice.</p>	
5.19	Recruitment records of unsuccessful candidates (including data gathered from online searches on shortlisted candidates)	<p>Six months after notifying unsuccessful candidates in order to demonstrate, if required, the fairness and transparency of the recruitment process.</p> <ul style="list-style-type: none"> • 	SHRED / DELETE	Yes
5.20	Personnel and training records	Whilst employment continues and up to six years after employment ceases	SHRED / DELETE	No
5.21	Annual leave records	<p>While employment continues and for six years after employment ends.</p> <p><i>See the document note 5.13 above</i></p>	SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.22	Collective / workforce agreements	Whilst employment continues and for six years after employment ceases	SHRED / DELETE	No
5.23	Works Council minutes	Permanently	N / A	No
5.24	An employee's bank details	As soon after the end of employment as possible once last payments have been made	SHRED / DELETE	No
5.25	Travel and subsistence claims.	Whilst employment continues and up to six years after employment ends	SHRED / DELETE	No
5.26	Records of advances for season tickets and loans to employees	Whilst employment continues and up to six years after employment ends	SHRED / DELETE	No
5.27	Death Benefit Nomination and Revocation Forms	Whilst employment continues and up to six years after employment ends	SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
6	Health and safety information - employees			
6.1	Reportable injuries, diseases and dangerous occurrences (RIDDOR) reports or own record	Three years from the date of record If disease - indefinitely (recommended)	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
6.2	First aid / accident book entry	Three years from the date of injury or last record in the book If disease - indefinitely	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
6.3	Records of maintenance, examination and test control measures relating to substances hazardous to health under the Control of Substances Hazardous to	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Health (COSHH) regime			
6.4	Health records for licensable asbestos work	At least 40 years from the date of the last entry	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes
6.5	Medical surveillance certificate for licensable asbestos work	At least four years from the date it was issued	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes
6.6	Records of air monitoring for asbestos	Where a health record is required at least 40 years from the date of the last entry In other cases, at least five years from the date of the last entry		Yes
6.7	Records of examinations, tests and repairs carried out in respect of exhaust or respiratory	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	protective equipment under the Control of Asbestos Regulations 2012 (CAR)			
6.8	Examination / report of defect for power presses	Two years	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
6.9	Records of water monitoring, inspection, testing, checks and control measures for legionellosis	Five years from the date of the last entry	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
7	Health and safety information - pupils			
7.1	Accident reports including first aid / accident book	DOB of the pupil involved in the incident + 22 years	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	No
7.2	Reportable injuries, diseases and dangerous occurrences	Minimum statutory retention period is at least 3 years but, we recommend that the record is kept for	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	(RIDDOR) reports or own record	DOB of the pupil involved in the incident + 22 years		
7.3	Incident investigations and reports, risk assessments and other relevant documents where there has been an accident or incident	DOB of the pupil involved in the incident + 22 years	Review for further retention in the case of enforcement action or civil claims for personal injury SHRED / DELETE	No
8	Generic health and safety records			
8.1	Risk assessments, records of health and safety arrangements, copies of policies and procedures General records of health and safety auditing and monitoring including fire risk assessments, electrical testing, PAT testing and	These should be kept for as long as they remain relevant - we recommend at least three years (in the absence of a specific accident, incident, dangerous occurrence or notifiable disease)	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	<p>gas appliance testing</p> <p>Training records and copies of instructions or information</p> <p>Maintenance logs and / or records of plant and / or equipment plus safety manuals / notices / instructions</p> <p>Records of emergency evacuations and fire drills, fire safety risk assessments and fire safety policy / fire arrangements</p>			
8.2	Copies of documents, including health and safety files, prepared pursuant to the	Records should be retained as long as is reasonably necessary to inform on future construction projects at the Trust site	SHRED / DELETE	N / A

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Construction (Design and Management) Regulations 2015			
9	Insurance			
9.1	Insurance certificates and schedules of cover	Indefinitely	N/A	No
9.2	Correspondence with insurers related to specific accidents or incidents	Three years generally If the incident involved a pupil - DOB of the pupil involved in the incident + [• 21 / 22] years Disease claims or where there have been allegations of abuse - indefinitely	Review for further retention in the case of civil claims for disease or personal injury SHRED / DELETE	No
10	Investigations, reviews and inquiries			
10.1	Documents relevant to IICSA	Indefinitely	Review once the Inquiry has been completed.	No - unless the Trust has received a formal notice from IICSA
10.2	Internal reports and	Where the investigation / inquiry / report has been	SHRED / DELETE	No

Record	Retention period	Action at the end of the retention period	Retention period required by law?
<p>investigations into accidents / incidents</p> <p>Copies of reports submitted to external agencies / regulators such as Ofsted, Health and Safety Executive, Local Authority, ESFA etc</p> <p>External reports, reviews, investigations and inquiries for example inquests and public inquiries</p>	<p>necessitated as a result of a specific incident, we recommend that these documents are stored centrally for at least three years where there is a risk of enforcement action and / or criminal prosecution and / or a civil claim. Where this relates to pupil DOB + 22 years</p>		
11 Records held by the development office including former pupil records			
11.1 As we have an ongoing relationship with our former pupils and others, most	<p>Until no longer needed.</p> <p>Should an individual request, information should</p>	<p>NA</p> <p>SHRED / DELETE</p>	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	information held by the development office is kept indefinitely.	be destroyed immediately upon request.		
11.2	We recommend that former pupils should be treated as employees for the purposes of health and safety records. Although this is not strictly necessary, (some of the health and safety requirements relating to employees do not apply to former pupils), treating them the same can be considered good practice and may be more straightforward to	As set out in section 6 above	As set out in section 6 above	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	implement in practice			
11.3	Records of communication preferences (e.g. a record that an individual has asked to unsubscribe from emails).	Will be kept indefinitely. Should an individual request, information should be destroyed immediately upon request.	SHRED / DELETE	No
11.4	Gift aid information	Six years from the end of the tax year in which the claim to HMRC is made.	SHRED / DELETE	No
12	Keeping information for longer			
12.1	Records which do not contain personal data, for example, old photos of Trust buildings, title deeds etc	Can be kept indefinitely	N / A	No
12.2	Records kept for reasons of archiving in the	Will be kept indefinitely.	N / A	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	<p>public interest. For example, such as old class photos, lists of pupils attending the Trust in any given year, old Trust prospectuses, newspaper cuttings etc</p>			
13	CCTV, videos and photos			
13.1	CCTV footage	90 days	<p>DELETE</p> <p>Review for further retention if the recording may be required for any reason such as in relation to an incident or accident involving any person.</p> <p>CCTV footage may also be needed in relation to parental complaints, disciplinary matters, pupil exclusions, bullying incidents or health and safety matters.</p> <p>If a subject access request has been made for the footage it must be retained.</p> <p>The Trust should consider the relevant limitation periods for claims being brought against the Trust and seek advice as necessary.</p>	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
13.2	Photos of pupils for internal administration purposes e.g. to identify the pupil or photos used on security passes	These photos should be retained for as long as they are required for the purpose for which they were taken.	SHRED / DELETE Review for further retention in the case of relevance to contentious disputes.	No
13.3	Photos or videos of pupils taken for marketing reasons e.g. photos for use in the Trust prospectus or a video of pupils on the Trust's website	DOB of the pupils captured in the recording +25 years	SHRED / DELETE Review for further retention in the case of relevance to contentious disputes.	No
13.4	Photos or videos of pupils used as part of the curriculum e.g. a video of a drama lesson / performance or as part of an art project	These photos and videos should be retained for as long as they are required for the purpose for which they were taken. If the Trust would like to retain the images for archiving reasons please	SHRED / DELETE Review for further retention in the case of relevance to contentious disputes.	No

Record	Retention period	Action at the end of the retention period	Retention period required by law?
	see the comments in the introduction.		
14 Governance Records			
14.1 Minutes of trustees' and members' meetings and copies of written resolutions	10 years from the date of the meeting or date resolution was passed.	Review for further retention where the minutes relate to matters where there is a risk of enforcement action, contentious disputes or where content might be relevant to IICSA.	Yes
14.2 The Trust's Statutory Books	Indefinitely	N / A	Yes
14.3 Memorandum and Articles of Association	Indefinitely	N / A	No
14.4 Copies of any material correspondence with the Education and Skills Funding Agency including	Indefinitely	N / A	No

Record	Retention period	Action at the end of the retention period	Retention period required by law?
serious incident reports			
15 Financial Records (non-personal data)			
15.1 Annual Accounts	Six years from the end of the financial period to which they relate.	Review for further retention if the accounts relate to a period to which enforcement action or contentious disputes may relate or where content might be relevant to IICSA.	Yes N.B. The requirement passes to the last trustees in the event the Trust ceases to exist
15.2 Tax records and corporation tax returns	Six years from the end of the period for which a tax return is required, or if an enquiry is opened, until the conclusion of the enquiry.	Review for further retention if the accounts relate to a period to which enforcement action or contentious disputes may relate.	Yes N.B. The requirement passes to the last trustees in the event that the Trust ceases to exist.
15.3 Financial reports and accounting information	Six years from the end of the financial period to which they relate.	Review for further retention if the accounts relate to a period to which enforcement action or contentious disputes may relate or where content might be relevant to IICSA.	Yes N.B. The requirement passes to the last trustees in the event the Trust ceases to exist
15.4 Trustees' annual report	Six years from the end of the financial period to which it relates.	Review for further retention if the accounts relate to a period to which enforcement action or contentious disputes may relate or where content might be relevant to IICSA.	No (provided it has been filed with the ESFA)

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
15.5	VAT records and VAT returns	<p>Six years from the end of the accounting period to which the VAT return relates.</p> <p>Some records will need to be kept for longer. This includes where a property has been opted to tax, or an asset is subject to the Capital Goods Scheme.</p> <p>There are different retention periods applicable to certain special VAT schemes that a taxable person may use e.g. the Annual Accounting Scheme, the Flat Rate Scheme, the Cash Accounting Scheme, and Margin Schemes.</p> <p>VAT registered businesses must keep some VAT records digitally in compliance with the rules for Making Tax Digital.</p>	Review for further retention if the records relate to a period to which enforcement action or contentious disputes may relate.	<p>Yes</p> <p>N.B. The requirement passes to the last trustees in the event that the Trust ceases to exist.</p>





