

Retention of data schedule

St Bernadette School 2019-2020

Child Protection				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action
CP and CIN files	Locked in the head teachers office and held on CPOMs.	Personal data about a pupil and family, very sensitive.	retained for the same period of time as the pupil file. File will exist for DOB of the child + 25	Passes on to the next school and signed for on hand-over
Safeguarding files- where social care involvement	Locked in the head teachers office and held on CPOMs.	Personal data that could be sensitive	See above	
Minutes of meetings with parents	Scanned and on CPOMs	Personal data that could be sensitive	Retained until the child leaves the school	Added to pupil file for shredding when pupil leaves
Special Educational Needs				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action
Class SEND files	In class teachers cupboards and SENCO office	Sensitive personal data	Limitation Act 1980 (Section 2) Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Passes on to the next school and signed for on hand-over
EHC plans and reviews	SENCO office	Sensitive personal data	See above	
Pupil census returns	Locked cabinet	Personal Information about pupils	Six years (or whatever your financial paperwork schedule is)	Deleted from the system
Pupil census returns (hardcopy)	Locked cabinet in school office		Six years (or whatever your financial paperwork schedule is)	Shredding
Attendance registers/returns/year end	SIMS Deputy head office		Until the pupil leaves the school	Shredded at the end of year

FSM paperwork	Solero – these are not printed.	Sensitive pupil information	Six years (or whatever your financial paperwork schedule is)	Shredded at the end of year
School meals registers	School office	Pupil names	Shredded daily	Shredded daily
Curriculum				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action
Pupil file	Locked cabinet in school office	Personal data	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 Retain whilst the child remains at the primary school	Shredded as children leave the school
Attendance data	Deputy head office		School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 A period of three years after the date on which the entry was made.	Shredded
Attainment data	Head & deputy head office and school computer system.		Kept on computer system for 2 years.	Shredded
Photos of pupils	SIMS and school computer system		When the child reaches Year 8	Deletion
Minutes of SLT meetings	Head teachers office and computer system		Two years	Shredded
Reports, minutes of meetings, records of correspondence relating to management	Head teachers office and computer system		Two years	Shredded.
Personnel				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action

Personnel files	Locked cabinet in school office	Personal data about an individual, very sensitive.	Limitation Act 1980 (Section 2) Termination of Employment + 6 years	Securely disposed of via shredder
Payroll and HR reports	Locked cabinet in school office		Six years (or whatever your financial paperwork schedule is)	Securely disposed of via shredder
School workforce census	Locked cabinet in school office		Six years (or whatever your financial paperwork schedule is)	Securely disposed of via shredder
Education visits and Extra curricular				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action
Trip risk assessments	Evolve	Personal information on pupils and parents	One academic year unless there is a serious incident then 25 years	
Club registers	School office/Club		One academic year	Shredded
Financial				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action
All finance paperwork	Locked cabinet in school office	Sensitive data and staff salaries information	Six years (or whatever your financial paperwork schedule is)	
Contractors and contracts				
File Description	Where it is held	Data protection issues	Retention Period	Disposal action
Quotes file	Locked cabinet in school office		Six years (or whatever your financial paperwork schedule is)	
In house catering	Locked cabinet in school office		Six years (or whatever your financial paperwork schedule is)	
Services	Site managers office		Limitation Act 1980 Last payment on the contract + 6 years	
Governing body				

File Description	Where it is held	Data protection issues	Retention Period	Disposal action
Agendas and minutes	Locked cabinet head teachers office	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	Education Act 2002, Section 33 Date of the meeting + a minimum of 6 years	
Reports to the governors	Governors hub & school computer system			
Annual report to parents	School computer system		Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171 Date of report + 10 years	Deletion every two years

Health and safety

File Description	Where it is held	Data protection issues	Retention Period	Disposal action
Record relating to and accident at work	School office	Personal information	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 Date of incident + 12 years In the case of serious accidents: DOB of the child + 25 years	
COSHH	Site managers office	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations	

			had not been made. Regulation 18 (2) Current year + 40 years	
Asbestos log	Site managers office	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19 Last action + 40 years	