



St Andrew's

BERKSHIRE

Information and Records Retention Policy

Retention of Records and Records Management Policy

Introduction

St Andrew's School recognises that by managing its records efficiently, it will comply with its legal and regulatory obligations and contribute to the effective overall management of the School. As part of the data protection transparency requirements, the School is required to give individuals certain information such as information about how their data is used by the School.

1. This policy sets out a structured approach to the retention, review and deletion of records in relation to St Andrew's School (the **School**).
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. 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.
3. The retention periods stated in the table below are the minimum storage requirements, in practice the School carries out a data cleanse of its files every 12 months. Accordingly, a 3 year retention period may mean, in some cases, 3 years plus up to 12 months to allow the School to securely dispose of the information.
4. This policy does not apply to records connected with commercial activities
5. The School will continue to discuss document retention with its insurers (who may specify longer retention periods). If there is any conflict then any longer retention periods specified by the insurers should prevail.
6. If an email falls into one of the categories set out in the table then it should be filed centrally as soon as is reasonable.
7. "Routine" emails which do not fall into any of the categories in the table may be kept in inboxes for as long as the user considers necessary for operational purposes and should then be deleted.

An example of a routine email is an internal email advising staff that the weekly meeting is cancelled.

8. Independent Inquiry into Child Sexual Abuse (**IICSA**):

8.1 IICSA has issued retention instructions to a range of institutions regarding records relating to the care of children. In light of this, the School has received legal advice to temporarily cease the routine destruction of those records which might be relevant to the Inquiry in case they are requested by the Inquiry or made subject to a disclosure order. We have extended this rule to all personnel and pupil files on a 'safety first' basis; this means that before destroying any document the School must consider whether it contains information that may fall within the Inquiry's remit.

8.2 The range of documentation which might need to be kept is wide. It will include any information linked to alleged or established child sexual abuse, whether by staff, volunteers or pupils with no limitation date. For example, a list of pupils who attended an overnight trip or admission registers which show which pupils were at the School at a given time. As such, documents should be kept for longer than the retention periods listed in the policy if they concern information which might be relevant to the Enquiry.

8.3 Please note that the School will keep this under review so that it recommences document destruction at the appropriate time.

The School's records retention framework is set out below. This has been developed using the guidance available from the Information and Records Management Society "Records Management Toolkit for Schools Version 4 - May 2012" <http://www.irms.org.uk/resources/information-guides/199-rm-toolkit-for-school>

	Record	Retention period	Action at the end of the retention period	Retention period required by law
1	Pupils			
1.1	Admissions registers	DOB + 25 Years	Review for further retention in the case of contentious dispute SHRED/DELETE or delete including back-ups and copies.	Yes
1.2	Attendance Registers	Three Years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED/DELETE or delete including back-ups and copies	Yes
1.3	Child protection records	If a referral has been made/ social care have been involved – Indefinitely	Review for further retention in the case of contentious dispute SHRED/DELETE Notes 1 Child protection information must be copied and sent under separate cover to the new school whilst the child is still under 18. The School must ensure secure transit and confirmation of receipt should be obtained. 2 Where a child is removed from roll to be educated at home, the file will be copied to the Local Authority (LA)	Yes
1.4	Medical records held by the School	DOB of the pupil + 25 years;	Review for further retention in the case of contentious disputes SHRED/DELETE	No
1.5	Counselling records held by the School.	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 & 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	No

			Notes 1 When reviewing pupil files, the School will have regard to other applicable sections of this policy 2 Any examination certificates left unclaimed will be returned to the appropriate Examination Board	
2.2	Internal examination scripts, marks & results	Scripts: Scripts from weekly or monthly tests: Keep until the end of the next term. Scripts from termly or yearly tests: Keep until the end of the next academic year. Marks & results: If the purpose of the test is to progress the child (either internally or externally) then keep marks & results in accordance with the retention periods and guidance set out in row 2.1 above. If the purpose of the test is for general internal assessment of academic performance then keep marks & results for the same period as the scripts themselves	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
2.3	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
2.4	Statement of Special Education Needs (SEN) and Education Healthcare (EHC) Plans	Statements of SEN (including appendices) and EHC Plans should never be retained once the pupil leaves the School.	SHRED/DELETE unless legal action pending The Statement / Plan belongs to the LA which makes and maintains the Statement / Plan	Yes
2.5	Letters authorising absence	Added to electronic pupil file and retained for DOB+25 years		No
3	Permissions			
3.1	Parental permission slips for trips –	Conclusion of the trip + three years	Review for further retention in the case of contentious disputes otherwise SHRED/DELETE	No

	where there has been no major incident, accident, injury or near miss involving anyone on the trip			
3.2	Parental permission slips for trips – where there has been a major incident, accident, injury or near miss involving anyone on the trip	Pupil DOB +25 years	Review for further retention in the case of relevance to contentious disputes. SHRED/DELETE	No
4	Admission department and bursarial records			
4.1	Admission and parent contract documents including registration form, letter of offer and acceptance form	DOB + 25 Years	Review for further retention in the case of contentious disputes SHRED/DELETE	No
4.2	Admissions documents relating to applicants who did not join the School	Up to 7 years but not exceeding the date the child would have left the School if admitted	Review for further retention in the case of contentious disputes SHRED/DELETE	No
4.3	Financial information in respect of fees	DOB + 25 Years	Review for further retention in the case of contentious disputes SHRED/DELETE	No
5	Employment			
5.1	Employment or personnel records including recruitment information, contracts of employment, changes to terms and condition, disciplinary matters, grievance procedures.	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 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	No

5.2	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. However, in the context of IICSA and the scope for other forms of inquiry into former employees, the School will store the entry on an archive register indefinitely, so as to be in a position to demonstrate, should the need arise, that it carried out all required checks prior to work starting, when they were carried out and by whom.	Review whether further retention is necessary. If so, these reasons must be documented. If not SHRED/DELETE	No
5.3	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
5.4	Employment references received and references provided (where no safeguarding concerns have arisen or are known)	While employment continues and at least up to six years after employment terminates	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 below. If none, SHRED/DELETE	No
5.5	Employment reference where an individual's employment ended for a safeguarding reason or where safeguarding was outstanding at the time of termination	At least for 10 years after the person has retired or until the individual reaches the age of 75, whichever is the later	Consider whether any recent reference requests for the relevant individual or new concerns raised by social services or other agencies If none, SHRED/DELETE	Yes
5.6	Working time opt-out forms	Six years from the date of termination of employment	SHRED/DELETE	Yes
5.7	Records to show compliance with the Working Time Regulations	Six years from the date of termination of employment	SHRED/DELETE	Yes
5.8	Payroll and wage Records These include records of:	Six years from the financial year end in which payments are made	SHRED/DELETE	Yes

	•Details on overtime. •Bonuses. •Expenses. •Benefits in kind.			
5.9	PAYE Records	7 Years	SHRED/DELETE	Yes
5.10	Maternity/paternity/ Shared Parental leave records These include: •Records regarding Maternity payments made save for where those include payroll records. •Maternity certificates showing the expected week of confinement	Six years from the date of termination of employment	SHRED/DELETE	Yes
5.11	Sickness records required for the purposes of Statutory Sick Pay (SSP)	Throughout employment and for six years from the date of termination of employment	SHRED/DELETE	Yes
5.12	Records in relation to hours worked and payments made to worker	Six years from the date of termination of employment	SHRED/DELETE	Yes
5.13	Consents for the processing of personal data and sensitive personal data (known as special category personal data under the GDPR)	For as long as the data is being processed and up to six years afterwards	SHRED/DELETE	Yes
5.14	Disclosure and Barring Service (DBS) checks and disclosures of criminal record forms	Dispose of securely after the recruitment process unless assessed as relevant to ongoing employment relationship. Once any conviction is spent, should be deleted unless it is an excluded profession.	Enter DBS certificate number, date, initials on Single Central Register SHRED/DELETE	Yes

5.15	Immigration checks	Throughout employment and for six years from the date of termination of employment	SHRED/DELETE	Yes
5.16	Recruitment records of unsuccessful candidates	Six months after notifying unsuccessful candidates in order to demonstrate, if required, the fairness and transparency of the recruitment process	SHRED/DELETE	No
5.17	Personnel and training records	Whilst employment continues and up to six years after employment ceases	SHRED/DELETE	No
5.18	Annual leave records	Six years from date of employment termination	SHRED/DELETE	No
5.19	Collective / workforce agreements	Permanently or six years after the agreement comes to an end	SHRED/DELETE	No
5.20	An Employee's bank detail	Until last payment made	SHRED/DELETE	No
5.21	Travel and subsistence claims.	Whilst employment continues and up to 6 years after employment ends.	SHRED/DELETE	No
5.22	Records of advances for season tickets and loans to employees	Whilst employment continues and up to 6 years after repayment end or end of employment.	SHRED/DELETE	No
5.23	Death Benefit Nomination and Revocation Forms	Whilst employment continues and up to 6 years after employment ends.	SHRED/DELETE	No
6	Health and safety information - employees			
6.1	Reportable injuries, diseases and dangerous occurrences (RIDDOR) reports or own record	Six years from the date of termination of employment If disease – retain indefinitely	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes
6.2	First aid / accident book entry	Six years from the date of termination of employment	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 Health (COSHH)	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED/DELETE	Yes

	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 if 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 protective equipment under the Control of Asbestos Regulations 2012 (CAR)	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED/DELETE	Yes
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 + 21 years; or Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	No
7.2	Reportable injuries, diseases and dangerous occurrences (RIDDOR) reports or own record	<i>Minimum statutory retention period is at least 3 years</i> The School will retain for the period of DOB of the pupil involved in the incident + 21 years.	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes

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 + 25 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			
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 gas appliance testing. Training records and copies of instructions or information Maintenance logs and / or records of plant and / or equipment plus safety manuals / notices / instructions. Records of emergency evacuations and fire drills, fire safety risk assessments and fire safety policy / fire arrangements	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
8.2	Copies of documents, including health and safety files, prepared pursuant to the Construction (Design and Management) Regulations 2015	6 years minimum from the date of completion of the project. Can be kept for longer if required for future reference in relation to the project itself, or other projects.	SHRED/ DELETE	No
9	Insurance			
9.1	Insurance certificates and schedules of cover	Indefinitely	N/A	Yes
9.2	Correspondence with insurers related to specific accidents or incidents	Three years	Review for further retention in the case of civil claims for disease or personal injury SHRED/DELETE	No

		If the incident involved a pupil – DOB of the pupil involved in the incident + 25 years; or Disease claims or where there have been allegations of abuse – indefinitely.		
10	Investigations, reviews and inquiries			
10.1	Documents relevant to IICSA	Indefinitely	Review once the Inquiry has been completed.	No, unless the School has received a formal notice from IICSA
10.2	Internal reports and investigations into accidents / incidents. Copies of reports submitted to external agencies / regulators such as Independent Schools Inspectorate, Health and Safety Executive, Local Authority, Charity Commission etc External reports, reviews, investigations and inquiries for example inquests and public inquiries	Where the investigation / inquiry / report has been necessitated as a result of a specific incident, retention will be for three years where there is a risk of enforcement action and / or criminal prosecution and / or a civil claim. Where this relates to a pupil then retain for DOB +21 years); or Three years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident. Whichever is the longer.	SHRED/ DELETE	No
11	Alumni records			
11.1	Alumni will be treated as employees for the purposes of health and safety records.	As set out in section 6 above	As set out in section 6 above	No
11.2	General alumni correspondence, membership forms etc	Six years after the last time the individual contacted the School This is subject to any longer retention period set out above. For example, records relating to a	SHRED/DELETE	No

		reportable disease should be kept indefinitely.		
12	Keeping information for longer			
12.1	Records which do not contain personal data, for example, old photographs of the School buildings, title deeds etc.	Can be kept indefinitely	N/A	No
12.2	Records relating to a number of pupils, or the School generally, such as old class photographs, lists of pupils attending the School in any given year, School prospectuses, newspaper cuttings etc.	Can be kept indefinitely provided the School is satisfied (1) there is a legitimate interest in doing so, (2) keeping the record is necessary for that legitimate interest, and (3) the legitimate interest is not overridden by the interests, rights or freedoms of the individuals concerned. For example, the School may have a legitimate interest in building up a picture of the history of School.		No
12.3	Records concerning specific pupils kept for a valid reason. For example, a poem written by an exceptionally gifted pupil.	Can be kept indefinitely if the School is satisfied that the legitimate interests test set out at paragraph 12.2 above has been met and documented. Please note that this does not apply to more routine pupils records. Routine work produced by pupils should not be kept for longer than the retention period set out in section 2.1 above unless the School has a specific reason for keeping it and that decision can be justified on the basis of the legitimate interests test. For example, if the School wished to retain the essays written by pupils which were submitted to an essay	N/A	No

		competition about growing up in the 2010s. This will usually be permissible but further legal advice should be sought.		
13	CCTV, videos and photographs			
13.1	CCTV footage	Up to one calendar month	DELETE 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. If a subject access request has been made for the footage it must be retained. The School will consider the relevant limitation periods for claims being brought against the School and seek advice as necessary.	No
13.2	Photographs of pupils for internal administration purposes e.g. to identify the pupil or photographs used on security passes	These photographs will 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	Photographs or videos of pupils taken for marketing reasons e.g. photographs for use in the School prospectus or a video of pupils on the School's website	These photographs and videos will be retained for as long as they are required for the purpose for which they were taken. If the School retains the images for historical reasons please see the comments at 12.3 above.	SHRED/DELETE Review for further retention in the case of relevance to contentious disputes.	No
13.4	Photographs 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 photographs and videos should be retained for as long as they are required for the purpose for which they were taken. If the School would like to retain the images for historical reasons please see the comments at 12.3 above.	SHRED/DELETE Review for further retention in the case of relevance to contentious disputes	No