



*Growing the seeds  
for Lifelong learning*

## **Data Retention Procedure**

## Overview

The General Data Protection Regulation (GDPR) states that personal data should be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

The School recognises and understands that the efficient management of its data and records is necessary to support its core school functions, to comply with its legal, statutory and regulatory obligations, to ensure the protection of personal information and to enable the effective management of the School.

This policy and related documents meet the standards and expectations set out by contractual and legal requirements and have been developed to meet the best practices of school records management, with the direct aim of ensuring a robust and structured approach to document control and systems.

The School uses numerous systems and computers as well as paper based records, all of which are within the scope of this procedure.

## Responsibilities

The School has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head Teacher.

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 must ensure that records for which they are responsible are accurate, and are maintained and securely disposed of in accordance with the Data Retention Schedule.

## Retention Schedule

The required retention periods are detailed by category in the Data Retention Schedule under the following headings:

- Record title
- Data Protection Issues
- Statutory Provisions
- Retention period
- Action

## Guidelines and Procedures

The School manage records efficiently and systematically, in a manner consistent with the GDPR requirements.

Records will be created, maintained and retained in order to provide information about, and evidence of the School's transactions, customers, employment and activities. The retention schedule will govern the period that records will be retained.

It is our intention to ensure that all records and the information contained therein is: -

- **Accurate** - records are always reviewed to ensure that they are a full and accurate representation of the transactions, activities or practices that they document

- **Accessible** - records are always made available and accessible when required (with additional security permissions for select staff where applicable to the document content)
- **Complete** - records have the content, context and structure required to allow the reconstruction of the activities, practices and transactions that they document
- **Compliant** - records always comply with any record keeping legal and regulatory requirements
- **Monitored** – staff, School and system compliance with this Data Retention Procedure is regularly monitored to ensure that the objectives and principles are being complied with at all times and that all legal and regulatory requirements are being adhered to.

## **Destruction and Disposal of Records and Data**

All information of a confidential or sensitive nature on paper, card, microfiche or electronic media must be securely destroyed when it is no longer required. This ensures compliance with Data Protection laws and the duty of confidentiality owed to data subjects.

The School is committed to the secure and safe disposal of any confidential waste and information assets in accordance with our contractual and legal obligations and that is done so in an ethical and compliant manner. We confirm that our approach and procedures comply with the laws and provisions made in the GDPR and that staff are trained and advised accordingly on the procedures and controls in place.

## **Right to Erasure**

In specific circumstances, data subjects have the right to request that their personal data is erased, however the School recognise that this is not an absolute 'right to be forgotten'. Data subjects only have a right to have personal data erased and to prevent processing if one of the below conditions applies: -

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When the individual withdraws consent
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed
- The personal data must be erased in order to comply with a legal obligation
- The personal data is processed in relation to the offer of information society services to a child

Where one of the above conditions applies and the School received a request to erase data, there must be a check to ensure that no other legal obligation or legitimate interest applies. If the data subject has the right to have their data erased, this is carried out by the School's nominated person in conjunction with the person responsible for IT to ensure that all data relating to that individual has been erased.

These measures enable the School to comply with a data subjects' right to erasure, whereby an individual can request the deletion or removal of personal data where there is no compelling reason for its continued processing. Whilst standard procedures remove data that is no longer necessary, the School follow a dedicated process for erasure requests to ensure that all rights are complied with and that no data has been retained for longer than is needed.

## **Compliance**

All staff are expected to comply with the School's policies to the highest standards. If any School employee is found to have breached this policy, they may be subject to the School disciplinary procedure. If a criminal offence is considered to have been committed, further action may be taken to assist in the prosecution of the offender(s).