



RETENTION OF DATA POLICY AND PROCEDURE

1 INTRODUCTION

- 1.1** Red House School processes a significant amount of personal information about its pupils, parents, staff, volunteers and other individuals that we come into contact with. This can include sensitive information ('Special Category Data').
- 1.2** This policy sets out the minimum periods of retention of the personal data that we process. Schools will generally seek to balance the benefits of keeping detailed and complete records – for the purposes of good practice, archives or general reference – with practical considerations of storage, space and accessibility.
- 1.3** However, there are legal considerations in respect of retention of records and documents which must be borne in mind. These include:
- Statutory duties and government guidance relating to schools, including for safeguarding e.g. Keeping Children Safe in Education (September 2024) and Working Together to Safeguard Children (last updated in December 2023).
 - Disclosure requirements for potential future litigation.
 - Contractual obligations.
 - The law of confidentiality and privacy.
 - The General Data Protection Regulations and associated legislation.
- 1.4** These will inform not only minimum and maximum retention periods, but also what to keep and who should be able to access it.
- 1.5** In this policy, 'record' means any document or item of data which contains evidence or information relating to the school, its staff or pupils. Some of this material, but not all, will contain personal data of individuals as defined in the GDPR.
- 1.6** Many, if not most, new and recent records will be created, received and stored electronically. Others, such as, certificates, registers, or older records, may be original paper documents. The format of the record is less important than its contents and the purpose for keeping it.
- 1.7** Both paper and digital records will be stored securely and all appropriate measures taken to ensure the security of the data at all times.
- 1.8** This policy should be reviewed in conjunction with the School's General Data Protection Regulations (GDPR) Policy.
- 1.9** This Policy applies to all Red House School staff, governors, volunteers and contractors.

2 CHILD PROTECTION AND DOCUMENT RETENTION

- 2.1** In the light of the Independent Inquiry into Child Sexual Abuse and various high-profile safeguarding cases, all independent schools are aware of the emphasis currently being placed on long-term, lifetime or even indefinite keeping of full records related to incident reporting. Regardless of suggested retention timescales set out below, Red House School may at its discretion extend this rule to any and/or all personnel and pupil files on a 'safety first' basis.
- 2.2** This Policy have been drafted in full awareness of these considerations. Data protection issues should never put child safety at risk, nor take precedence over the general prevention and processing of safeguarding.

3 THE IMPORTANCE OF STORAGE LIMITATION

- 3.1** It is important to understand why we must not keep personal information for longer than is necessary.

3.2 Where the School holds personal information, it will always do so for a purpose that is necessary for it to function effectively. Once it becomes unnecessary to hold personal information, it creates risks that the data will become irrelevant, excessive or inaccurate. This can create risks to individuals because using their data could have negative consequences for them. Holding information for longer than necessary can also create operational inefficiencies for the School, for example, unnecessary costs associated with storage and security of data, or increased time spent responding to Subject Access Requests due to the time spent reviewing records unnecessarily.

3.3 When this policy operates correctly, the School will be meeting its legal obligations under the UK GDPR, but also operating efficiently.

4 THE PROCEDURE

4.1 Our procedure is designed to be user friendly and easy to follow. There are two specific stages which are as follows:

- Review
- Destruction

5 REVIEW

5.1 Review both manual and electronic records, and determine whether they have met the date for destruction set out in the Retention Schedule in Appendix 1. The purpose of the Retention Schedule is to set out how long we will hold different categories of personal information for before it can be destroyed.

5.2 There is little use in having a Retention Schedule if no steps are taken to review these data sets, and to destroy those that have reached or surpassed the stated retention date. Our Policy is that we will carry out an annual review of records.

5.3 We have determined this review period based on our available resources and considering privacy risks to individuals.

5.4 Accordingly, on an annual basis, the School will review the records that it holds against the Retention Schedule. The Head will delegate this task to the Head of Finance & Compliance, as the School's Data Protection Officer (DPO).

5.5 The Head may delegate different parts of the Retention Schedule to the most appropriate individual(s) for review e.g. the SENCo will be best placed to review SEND records and the DSL will be best placed to review the School's safeguarding records.

6 DESTRUCTION

6.1 Where it is determined that a particular data set is 'no longer necessary', then it must be deleted or destroyed in accordance with the guidelines below:

6.1.2 Hard copy records: Must be shredded. CDs/DVDs/diskettes will be cut into pieces. Hard-copy images, AV recordings and hard disks will be dismantled and destroyed. No other form of destruction should be used without first obtaining approval from the Head.

6.1.2 Electronic records: Irretrievably delete records from systems where it is possible to do so. Where it is not possible to irretrievably delete records; for example, because deleting a particular set of personal information will result in other personal information that remains necessary also being deleted, this personal information must be 'put beyond use'. This means that the School:

- Will be unable, or will not attempt, to use the personal data to inform any decision in respect of any individual or in a manner that affects the individual in any way.
- Does not give any other organisation access to the personal data.
- Surrounds the personal data with appropriate technical and organisational security.
- Commits to permanent deletion of the information if, or when, this becomes possible.

7 TIMESCALES FOR RETENTION

7.1 Please refer to Appendix 1 for details regarding the schedule for the retention of records.

Reviewed by: Dr R Ashcroft
March 2025

Ratified by: The Health and Safety Committee of the Board of Governors
March 2025

APPENDIX 1: SCHEDULE FOR THE RETENTION OF RECORDS

1 GOVERNANCE

1.1 GOVERNANCE OF THE SCHOOL					
File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.1.1	Appointment of Governors	Yes	N/A	Life of appointment + 6 years	SECURE DISPOSAL
1.1.2	Accessibility Plan	There may be if the plan refers to specific pupils	Limitation Act 1980 (section 2)	Life of plan + 6 years	SECURE DISPOSAL

1.2 GOVERNING BODY (BOARD OF GOVERNORS)					
File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.2.1	Agenda for Governing Body meetings	May be data protection issues if the meeting is dealing with confidential issues relating to staff	N/A	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
1.2.2	Minutes of, and papers considered at, meetings of the Governing Body and its committees	May be data protection issues if the meeting is dealing with confidential issues relating to staff	N/A	The Information Commissioner's Office (ICO) recommends keeping minutes for at least the current and previous three year	SECURE DISPOSAL
1.2.3	Reports presented to the Governing Body	May be data protection issues if the meeting is dealing with confidential issues relating to staff	N/A	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the School	SECURE DISPOSAL
1.2.4	Records relating to complaints dealt with by the Governing Body	Yes	N/A	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
1.2.5	Declaration of Interests Statements Governors	Yes	N/A	Life of the School + 6 years	SECURE DISPOSAL

1.3 FUNDING & FINANCE (PAYROLL & PENSIONS)					
File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.3.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960),	Current year + 3 years	SECURE DISPOSAL

			revised 1999 (SI1999/567)		
1.3.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI1995/3103)	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL
1.3.3	Management of the Teachers' Pension Scheme	Yes	N/A	Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3.4	Records relating to all pension registrations	Yes	N/A	Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3.5	Payroll records	Yes	N/A	Date of payroll run + 6 years	SECURE DISPOSAL
1.3.6	Invoices	No	N/A	Current year + 6 years	SECURE DISPOSAL
1.3.7	Receipts	No	N/A	Current year + 6 years	SECURE DISPOSAL
1.3.8	Bank Statements	No	N/A	Current year + 6 years	SECURE DISPOSAL

2 HUMAN RESOURCES

2.1 RECRUITMENT					
File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.1.1	All records leading up to the appointment of a new Head	Yes	N/A	Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	N/A	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes	N/A	All relevant information should be added to the Staff HR File (see below) and all other information retained for 6 months	SECURE DISPOSAL
2.1.4	Proofs of identity collected as part of the process of checking 'portable' enhanced	Yes	N/A	Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation,	SECURE DISPOSAL

	DBS disclosure			then this should be added to the Staff HR File	
2.1.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom. ¹	Yes	An employer’s guide to right to work checks (Home Office, May 2015)	Where possible, these documents should be added to the Staff HR File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL
2.1.6	Records relating to the employment of overseas teachers	Yes	N/A	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL
2.1.7	Records relating to the TUPE process	Yes	N/A	Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL

2.2 OPERATIONAL STAFF MANAGEMENT

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.2.1	Staff HR File, including employment contract and staff training records	Yes	Limitation Act 1980 (section 2)	Termination of employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes	N/A	Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal documentation	Yes	N/A	Current year + 5 years	SECURE DISPOSAL

2.3 DISCIPLINARY AND GRIEVANCE PROCESSES

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.3.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded.	Yes	DfE, Keeping Children Safe in Education, September 2024 DfE, Working Together to Safeguard Children, July 2018, last updated December 2023	Until the person’s normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	SECURE DISPOSAL These records must be shredded

¹ Employers are required to take a ‘clear copy’ of the documents which they are shown as part of this process.

2.3.2	Disciplinary proceedings - Oral warning	Yes	N/A	Date of warning + 6 months.	SECURE DISPOSAL. ²
2.3.3	Disciplinary proceedings - Written warning – level 1	Yes	N/A	Date of warning + 6 months	SECURE DISPOSAL
2.3.4	Disciplinary proceedings - Written warning – level 2	Yes	N/A	Date of warning + 12 months	SECURE DISPOSAL
2.3.5	Disciplinary proceedings - Final warning	Yes	N/A	Date of warning + 18 months	SECURE DISPOSAL
2.3.6	Disciplinary proceedings - Case not found	Yes	N/A	If the incident is child protection related then see above; otherwise, dispose of at the conclusion of the case	SECURE DISPOSAL

2.4 HEALTH & SAFETY

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.4.1	Records relating to accident/injury at work	Yes	N/A	Date of incident + 12 years In the case of serious accidents, a further retention period will need to be applied	SECURE DISPOSAL
2.4.2	Accident reporting (i.e. accident resulting in injury or property damage) – ADULTS	Yes	Social Security (Claims and Payments) Regulations 1979 (regulation 25) Social Security Administration Act 1992 (section 8) Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format. Date of incident + 6 years	SECURE DISPOSAL
2.4.3	Accident reporting (i.e. accident resulting in injury or property damage) – CHILDREN	Yes	Social Security (Claims and Payments) Regulations 1979 (regulation 25) Social Security Administration Act 1992 (section 8) Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format. Date of birth of the child + 25 years	SECURE DISPOSAL
2.4.4	Incident reports (i.e. incident that does not result in injury or property damage,	Yes	N/A	Current year + 20 years	SECURE DISPOSAL

² If warnings are placed in HR files, then they must be weeded from the file.

	might be referred to as a 'near miss') - CHILDREN				
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3 MANAGEMENT OF THE SCHOOL

3.1 ADMISSIONS					
File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.1.1	Register of admissions	Yes	N/A	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made	REVIEW NB: We may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
3.1.2	Successful admissions	Yes	N/A	This information should be added to the pupil file	SECURE DISPOSAL
3.1.3	Unsuccessful admissions	Yes	N/A	Until appeals process completed	SECURE DISPOSAL
3.1.4	Incident reports (i.e. incident that does not result in injury or property damage, might be referred to as a 'near miss') - CHILDREN	Yes	N/A	Current year + 20 years	SECURE DISPOSAL

3.2 THE HEAD, THE SENIOR MANAGEMENT TEAM (SMT) & THE JUNIOR SCHOOL LEADERSHIP TEAM (JSLT)					
File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.2.1	Log books of activity in the school maintained by the Head	Yes. There may be data protection issues if the log book refers to individual pupils or members of staff	N/A	Date of last entry in the book + a minimum of 6 years then REVIEW	SECURE DISPOSAL
3.2.2	Minutes of the SMT & the JSLT meetings and meetings of other internal administrative bodies	Yes. There may be data protection issues if the minutes refers to individual pupils or members of staff	N/A	Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL

3.2.3	Reports created by the Head, the SMT and the JSLT	Yes. There may be data protection issues if the report refers to individual pupils or members of staff	N/A	Date of the report + a minimum of 3 years then REVIEW	SECURE DISPOSAL
3.2.4	Records created by the Head, the Deputy Head, the Assistant Heads, the Heads of Year, the Key Stage Coordinators and other members of staff with administrative responsibilities	Yes. There may be data protection issues if the records refer to individual pupils or members of staff	N/A	Current academic year + 6 years then REVIEW	SECURE DISPOSAL
3.2.5	Correspondence created by the Head, the Deputy Head, the Assistant Heads, the Heads of Year, the Key Stage Coordinators and other members of staff with administrative responsibilities	Yes. There may be data protection issues if the correspondence refers to individual pupils or members of staff	N/A	Date of correspondence + 3 years then REVIEW	SECURE DISPOSAL
3.2.6	Professional Development Plans and the School's Strategic Development Plan (SDP)	Yes	N/A	Life of the plan + 6 years	SECURE DISPOSAL

3.3 OPERATIONAL ADMINISTRATION

File Description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.3.1 Management of complaints	Yes	N/A	Date of complaint resolved + 3 years	SECURE DISPOSAL
3.3.2 Visitors' books and signing in sheets	Yes	N/A	Current year + 6 years then REVIEW	SECURE DISPOSAL

4 PUPIL MANAGEMENT

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting, see under Health and Safety above.

4.1 PUPIL'S EDUCATIONAL RECORD

File Description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
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4.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 – JUNIOR SCHOOL	Yes	The Education (Pupil Information) (England) Regulations 2005 (SI 2005 No. 1437)	Retain whilst the child remains at the Junior School	The file should follow the pupil when they leave the Junior School. This will include: <ul style="list-style-type: none"> To another primary school (state) To Red House Senior School To a state secondary school To a pupil referral unit <p>If the pupil transfers to another independent school, transfers to home schooling or leaves the country, the file should be returned to the LA to be retained for the statutory retention period.</p>
4.1.2	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 – SENIOR SCHOOL	Yes	The Education (Pupil Information) (England) Regulations 2005 (SI 2005 No. 1437) Limitation Act 1980 (section 2)	Date of birth of the pupil + 25 years	SECURE DISPOSAL
4.1.3	Records relating to the management of exclusions – SENIOR SCHOOL	Yes	N/A	Date of birth of the pupil involved + 25 years	SECURE DISPOSAL
4.1.4	Management of examination registrations – SENIOR SCHOOL	Yes	N/A	The examination board will usually mandate how long these records need to be retained	SECURE DISPOSAL
4.1.5	Examination results – pupil copies – Public exams (i.e. GCSEs) SENIOR SCHOOL	Yes	N/A	This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
4.1.6	Examination results – pupil copies – internal exams (i.e. Year 7-10 summer exams)	Yes	N/A	This information should be added to the pupil file	SECURE DISPOSAL

	and Year 11 mock exams) SENIOR SCHOOL				
4.1.7	Child protection information held on pupil file	Yes	DfE, Keeping Children Safe in Education, September 2024 DfE, Working Together to Safeguard Children, July 2018, last updated December 2023	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	SECURE DISPOSAL – these records MUST be shredded
4.1.8	Child protection information held in separate files	Yes	DfE, Keeping Children Safe in Education, September 2024 DfE, Working Together to Safeguard Children, July 2018, last updated December 2023	Date of birth of the child + 25 years then REVIEW This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record	SECURE DISPOSAL – these records MUST be shredded

4.2 ATTENDANCE

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
4.2.1	Attendance registers	Yes	DfE, Data Protection in Schools 2023, last updated December 2024	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made	SECURE DISPOSAL
4.2.2	Correspondence relating to authorised absence	Yes	Education Act 1996 (section 7)	Current academic year + 2 years	SECURE DISPOSAL

4.3 SPECIAL EDUCATIONAL NEEDS

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
4.3.1	Special Educational Needs files, reviews and Individual Education Plans including EHCPs	Yes	Limitation Act 1980 (section 2)	Date of birth of the pupil + 25 years	SECURE DISPOSAL
4.3.2	Statement maintained under section 234 of the Education Act 1990 and any	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 (section 1)	Date of birth of the pupil + 25 years. This would normally be retained on the pupil file	SECURE DISPOSAL

	amendments made to the statement				
4.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 (section 2)	Date of birth of the pupil + 25 years. This would normally be retained on the pupil file	SECURE DISPOSAL
4.3.4	Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 (section 14)	Date of birth of the pupil + 25 years. This would normally be retained on the pupil file	SECURE DISPOSAL

5 CURRICULUM MANAGEMENT

5.1 STATISTICS AND MANAGEMENT INFORMATION

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
5.1.1	Examination results (school's copy)	Yes	N/A	Current year + 6 years	SECURE DISPOSAL
5.1.2	Published Admission Number (PAN) reports	Yes	N/A	Current year + 6 years	SECURE DISPOSAL
5.1.3	Value added and contextual data	Yes	N/A	Current year + 6 years	SECURE DISPOSAL
5.1.4	Self-evaluation forms	Yes	N/A	Current year + 6 years	SECURE DISPOSAL

6 EXTRACURRICULAR ACTIVITIES

6.1 EDUCATIONAL VISITS OUTSIDE THE CLASSROOM

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
6.1.1	Parental consent forms for school trips where there has been no major incident	Yes	N/A	Conclusion of the trip	Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time
6.1.2	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (section 2)	Date of birth of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL

6.1.3	Records relating to residential trips	Yes	N/A	Date of birth of youngest pupil involved + 25 years	SECURE DISPOSAL
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6.2 WALKING BUS

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
6.2.1	Walking bus registers	Yes	N/A	Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL If these records are retained electronically any back up copies should be destroyed at the same time

7 CENTRAL GOVERNMENT AND LOCAL AUTHORITY (LA)

This section covers records created in the course of interaction between the school and the LA

7.1 LOCAL AUTHORITY

File Description		Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
7.1.1	Secondary transfer sheets (Primary)	Yes	N/A	Current year + 2 years	SECURE DISPOSAL
7.1.2	Attendance returns	Yes	N/A	Current year +1 year	SECURE DISPOSAL