

### **Information Audit and Record Retention Schedule**

End of Life Disposal - SD = Secure Disposal (e.g Shred)

Keep = Archived Indefinitely (Resource Rm/Scan)

Area	Section	File Description	Lawful Reason for collecting &/or sharing Personal Information	Special Category - additional Lawful Reason for collecting &/or sharing Personal Information	Third Parties Information Shared With	Retention Period	Retention Notes	End of Life Disposal
Admin	Pupil	Data Sheet - General Data - name/dob etc	Legal Obligation		Local Authority	02 Years	After leaving	Secure Disposal - Shredpro
Admin	Pupil	Data Sheet - Special Category - Health	Legal Obligation	Necessary for preventative or occupational	Medical staff i.e. paramedics/ambulance	02 Years	After leaving	Secure Disposal - Shredpro
Admin	Pupil	Data Sheet - Special Category - Religion/Racial	Vital Interest	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance	02 Years	After leaving	Secure Disposal - Shredpro
Admin	Personnel	Data Sheet - Special Category - Health	Legal Obligation	Necessary for preventative or occupational medicine	Medical Staff	07 Years	After leaving	Secure Disposal - Shredpro
Admin	Personnel	Data Sheet - Special Category - Religion/Racial	Legal Obligation	Public Interest		07 Years	After leaving	Secure Disposal - Shredpro
Admin	Personnel	Adult in school/Governor - Data Sheet - Special Category - Health	Legal Obligation	Necessary for preventative or occupational medicine.	Medical Staff	07 Years	After leaving	Secure Disposal - Shredpro
Admin	General	Newsletters	Contains no			02 Years		Secure

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Admin	General	Questionnaires Surveys	Legal Obligation		Governors, staff	02 Years		Secure Disposal - Shredpro
Admin	Safeguarding and Child Protection	Child Protection allegation against member of staff	Legal Obligation		Local Authority	10 years after retirement age	10 Years after the persons normal retirement age or 10 years from date of the allegation, whichever is longer	Secure Disposal - Shredpro
Admin	Safeguarding and Child Protection	Disciplinary - Final Warning - if Child Protection related	Legal Obligation		Local Authority	10 years after retirement age	10 years after the persons normal retirement age or 10 years from date of the allegation, whichever is longer	Secure Disposal - Shredpro
Admin	Personnel	Disciplinary - Written Warning Stage 2	Legal Obligation		local authority, legal requests, union request	13 Months		Secure Disposal - Shredpro
Admin	Health & Safety	Accident/Injury relating to injury at work/school	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	Date of incident plus 12 Years	Date of incident plus 12 years Review - If serious further retention	Secure Disposal - Shredpro
Admin	Educational Visits	Approval to run educational visit outside the classroom	Legal Obligation		Local Authority, Health, Parents	7 Years	Date of visit plus 7 Years unless there was an incident then further retention	Secure Disposal - Shredpro

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Admin	Personnel	Disciplinary - Final Warning - if member of staff remains in employment	Legal Obligation		local authority, legal requests, union request	19 Months		Secure Disposal - Shredpro
Admin	Health & Safety	Accident Reporting - Children. Assessnet/RIDDOR	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	25 years	Date of Birth plus 25 Years	Secure Disposal - Shredpro
Admin	Attendance	Absence Correspondence	Legal Obligation		OFSTED, Local Authority	3 years		Secure Disposal - Shredpro
Admin	Attendance	Attendance Register of Admissions - SIMS	Legal Obligation		OFSTED, Local Authority	4 Years		Secure Disposal - Shredpro
Admin	Personnel	Maternity Pay Records	Legal Obligation		local authority, HMRC	4 Years		Secure Disposal - Shredpro
Admin	General	Correspondence	Legal Obligation		Local authority, governors, parents on request, staff	4 years	Review at 4 years	Secure Disposal - Shredpro
Admin	Pupil	Minutes of meetings with parents/pupils	Legal Obligation		Parents, staff, governors	4 years	Review at 4 years	Secure Disposal - Shredpro
Admin	Health & Safety	COSHH	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	41 Years		Secure Disposal - Shredpro
Admin	Health & Safety	Asbestos - LAMP and Asbestos Report	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	41 Years		Secure Disposal - Shredpro

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Admin	DFE & Local Authority	Census Returns	Legal Obligation		Department of Education – school census.	7 Years		Secure Disposal - Shredpro
Admin	Health & Safety	Accident Reporting - Adults. Assessnet/RIDDOR	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	6 Years	Date of accident plus 6 years	Secure Disposal - Shredpro
Admin	Personnel	Staff records appointment - unsuccessful	Legal Obligation		Staff, governors	7 Months		Secure Disposal - Shredpro
Admin	General	Minutes of meetings	Legal Obligation		Local authority, governors, parents on request, staff	7 Years		Secure Disposal - Shredpro
Admin	Personnel	Head Teacher appointment all records	Legal Obligation		Secretary of State, Disclosure and Barring Service	7 Years		Secure Disposal - Shredpro
Admin	Personnel	Staff Personnel Files	Legal Obligation		Secretary of State, Local Authority, Disclosure and Barring Service	7 Years		Secure Disposal - Shredpro
Admin	Health & Safety	Fire Precaution Log Books	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	7 Years		Secure Disposal - Shredpro
Admin	Personnel	Retirement Benefits Records	Legal Obligation		Local authority, HMRC	7 Years		Secure Disposal - Shredpro
Admin	Premises	Lettings	Legal Obligation		HMRC, Audit, VAT	7 Years		Secure Disposal - Shredpro
Admin	Premises	Maintenance records & Log Books	Legal Obligation		Local Authority, HSE, DFE, Insurers	7 Years		Secure Disposal - Shredpro

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Admin	Management	Planned Admission Number PAL	Contains no personal information		Contains no personal information	7 Years		Secure Disposal - Shredpro
Admin	General	General Files	Legal Obligation		Local authority, governors, parents on request, staff	7 Years		Secure Disposal - Shredpro
Admin	Health & Safety	Visitors Log	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	7 Years	Review at 7 years	Secure Disposal - Shredpro
Admin	PFA	PFA records - held by PFA	Legal Obligation		Parents, staff, governors	7 Years	Kept by PFA	Secure Disposal - Shredpro
Admin	PFA	Minutes of meetings	Legal Obligation		Parents, staff, governors	7 years	Kept by PFA	Secure Disposal - Shredpro
Admin	Personnel	Staff - sucessful candidate records, incl Head Teacher	Legal Obligation		Secretary of State, Local Authority, Disclosure and Barring Service	Add to the staff personnel file		
Admin	Personnel	Pre employment vetting for right to work in UK	Legal Obligation		Secretary of State, Local Authority, Disclosure and Barring Service	Add to the staff personnel file		

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Admin	Personnel	Pre employment vetting for DBS	Legal Obligation		Secretary of State, Local Authority, Disclosure and Barring Service	Add to the staff personnel file if necessary		Secure Disposal - Shredpro
Admin	Educational Visits	Parental Consent Forms for trips where there as been no major incident	Legal Obligation		Local Authority, Health, Parents	Conclusion of the trip		Secure Disposal - Shredpro
Admin	Pupil	Pupil Records - SIMS	Legal Obligation		Department of Education – school census. Other schools – when pupils transfers	CTF to next school. Only retain whilst pupil is at school.		Secure Disposal - Shredpro
Admin	Pupil	Assessment Results incl SATS	Public Task & Legal Obligation		OFSTED, Parents, Health such as Speech and Language	CTF to next school. Only retain whilst pupil is at school.	The next school to keep DOB plus 25 Years	Secure Disposal - Shredpro

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Admin	Educational Visits	Parental Consent Forms for trips where there as been a major incident	Legal Obligation		Local Authority, Health, Parents	DOB of the pupil involved plus 25 years		Secure Disposal - Shredpro
Admin	Premises	Leases of property to school- Wraggy	Legal Obligation		HMRC, Audit, VAT	Expiry of lease plus 6 Years		Secure Disposal - Shredpro
Admin	Health & Safety	Risk Assessments	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	Life of Assessment plus 3		Secure Disposal - Shredpro
Admin	Safeguarding and Child Protection	Child Protection Records held in separate file from pupil record	Legal Obligation		Local Authority	Pass to next school and destroy.	The next school to keep DOB plus 25 Years	Secure Disposal - Shredpro
Admin	Premises	Plans of School	Contains no personal information		Contains no personal information	Permanent		
Admin	Pupil	Medical Health Care Plan	Legal Obligation	Necessary for preventative or occupational	Medical staff i.e. paramedics/ambulance	Pass to next school	The next school to keep DOB plus 25 Years	
Admin	Personnel	Disciplinary - Final Warning - case not found	Legal Obligation		governors, local authority, legal request	Until conclusion of case		Secure Disposal - Shredpro

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Admin	Health & Safety	General Accident log	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	7 Years		Secure Disposal - Shredpro
Central Government	DFE & Local Authority	Returns made to Central Government	Legal Obligation		Department of Education – school census.	7 Years		Secure Disposal - Shredpro
Central Government	OFSTED	OFSTED reports	Contains no personal information		Contains no personal information	Life of report then review		Secure Disposal - Shredpro
Central Government	DFE	Circulars from Central Government	Contains no personal information		Contains no personal information	Operational Use		Secure Disposal - Shredpro
Financial	Financial	Loans and Grants managed by school	Legal Obligation		Local Authority, HMRC, DFE	12 Years	from last payment date	Secure Disposal - Shredpro
Financial	School Meals	School Meal summary Sheets	Legal Obligation		HMRC, Audit, VAT	7 Years		Secure Disposal - Shredpro
Financial	Financial	Budget Information and Annual Budget Statement, including papers	Legal Obligation		Local Authority, HMRC, DFE	7 years	life plus 3	Secure Disposal - Shredpro
Financial	Financial	School Meal Registers	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro
Financial	Financial	Time Sheets	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro



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Financial	Financial	Inventory	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro
Financial	Financial	Burglary, theft, vandalism report forms	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal -
Financial	Financial	Annual Accounts	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal -
Financial	Financial	Invoices, receipts, order books, requisitions, delivery notices	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro
Financial	Financial	Records relating to collection & banking of Monies	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro
Financial	Financial	Records relating to the identification and collection of debt	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro
Financial	Financial	Free School Meals Registers	Legal Obligation		Local Authority, HMRC, DFE	7 Years		Secure Disposal - Shredpro
Financial	Local Authority	Employers Liability Insurance Certificate	Legal Obligation		Local authority, DFE, Ofsted, parents, insurers	Closure of school	Held by the Local Authority	Secure Disposal -
Governor	Governance	Questionnaires Surveys	Legal Obligation		Governors, staff, FOI requests, legal requests	02 Years		Secure Disposal - Shredpro

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Governor	Governance	Annual Reports	Legal Obligation		Governors, staff, FOI requests, legal requests	11 years		Secure Disposal - Shredpro
Governor	Governance	Policy Documents	Legal Obligation		Governors, staff, FOI requests, legal requests	3 years		Secure Disposal - Shredpro
Governor	Governance	Change of status e.g. acadamy, special status	Legal Obligation		Governors, staff, FOI requests, legal requests	4 years		Secure Disposal - Shredpro
Governor	Governance	Action Plans	Legal Obligation		Governors, staff, FOI requests, legal requests	4 years	life plus 3	Secure Disposal - Shredpro
Governor	Governance	Meetings, Agenda (not with Minutes)	Legal Obligation		Governors, staff, FOI requests, legal requests	6 Years		Secure Disposal - Shredpro
Governor	Governance	Reports presented to the Governing Body NOT	Legal Obligation		Governors, staff, FOI requests, legal requests	6 Years		Secure Disposal - Shredpro
Governor	Governance	Complaints dealt with by Governing Body	Legal Obligation		Governors, staff, FOI requests, legal requests	7 Years	Review at 7 years	Secure Disposal - Shredpro
Governor	Governance	General Correspondence	Legal Obligation		Governors, staff, FOI requests, legal requests	7 years		Secure Disposal - Shredpro
Governor	Health & Safety	H&S Policy	Legal Obligation		Local Authority, HSE, DFE, Ofsted, FOI request, Insurers	Life of Policy plus 3 years		Secure Disposal - Shredpro
Governor	Governance	Meetings, Minutes & 1 copy of Agenda	Legal Obligation		Governors, staff, FOI requests, legal requests	Permanent		Keep

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Governor	Governance	Reports presented to the Governing Body mentioned in minutes	Legal Obligation		Governors, staff, FOI requests, legal requests	Permanent		Keep
Governor	Governance	Instruments of Governance/Articles of Association	Legal Obligation		Governors, staff, FOI requests, legal requests	Permanent		Keep
Head Teacher	Management	School Development Plans	Contains no personal information		Contains no personal information	10 years	from closure of plan	Secure Disposal - Shredpro
Head Teacher	SEN	Statements and all information provided to	Legal Obligation		Local Authority	25 years	Date of Birth plus 25 Years	SD unless subject to a
Head Teacher	SEN	Accessibility Strategy	Legal Obligation		Local Authority	25 years	Date of Birth plus 25 Years	SD unless subject to a legal hold
Head Teacher	SEN	SEN Files, reviews, EHCP And all information provided to parents	Legal Obligation		Local Authority	25 years	Date of Birth plus 25 Years	SD unless subject to a legal hold
Head Teacher	Management	Professional Development Plans	Legal Obligation		Staff, governors	4 Years		Secure Disposal - Shredpro
Head Teacher	Management	Prospectus	Contains no personal information		Contains no personal information	4 Years		Secure Disposal - Shredpro

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Head Teacher	Personnel	Staff annual appraisals/assessment	Legal Obligation		governors, local authority	6 Years		Secure Disposal -
Head Teacher	Personnel	Disciplinary - Oral Warning Note & Written Warning Stage 1	Legal Obligation		governors, local authority	7 Months		Secure Disposal - Shredpro
Head Teacher	Personnel	Disciplinary - Final Warning - if member of staff leaves employments	Legal Obligation		governors, local authority	7 Years		
Head Teacher	Management	Value Added and Contextual Data	Contains no personal information		Contains no personal information	7 Years		Secure Disposal - Shredpro
Head Teacher	Management	Self Evaluation Forms	Contains no personal information		Contains no personal information	7 Years		Secure Disposal - Shredpro
Head Teacher	Pupil	Reports	Legal Obligation		Parents	7 Years	Review at 7 years	Secure Disposal - Shredpro
Head Teacher	Management	Minutes of meetings	Legal Obligation		staff, governors, local authority, FOI requests	7 years		Secure Disposal -
Head Teacher	General	Log Books (old stored in resource rm)	Historical documents			Permanent		Keep
Local Authority	Attendance	Attendance Returns	Legal Obligation		Local Authority	02 Years		Secure Disposal -
Local Authority	Local Authority	Circulars from LA	Contains no personal		Contains no personal information	End of Operatio		Secure Disposal -

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Teacher	Curriculum	Schemes of Work	Public Task & Legal Obligation		Ofsted, parents	End of operation		Secure Disposal -
Teacher	Curriculum	Record of Homework set	Public Task & Legal Obligation		Ofsted, parents	End of operational use		Secure Disposal - Shredpro
Teacher	Curriculum	Pupils Work	Public Task & Legal Obligation		Ofsted, parents	Return to pupils in October each year		Secure Disposal - Shredpro