



St David's High School

Retention of Records Policy

Last Review: Mar 2022
Next Review: Jan 2025

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule (see Appendix 1) lays down the basis for normal processing under both the Data Protection Act 2018 and the Freedom of Information Act 2000.

Members of staff are expected to manage their current record keeping systems using the retention schedule (Appendix 1) and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

Benefits of the retention schedule

There are a number of benefits which arise from the use of a complete retention schedule:

Managing records against the retention schedule is deemed to be 'normal processing' under the Data Protection Act 2018 and the Freedom of Information Act 2000. Providing members of staff are managing record series using the retention schedule (Appendix 1) they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access requests have been made.

Members of staff can be confident about shredding information at the appropriate time.

Information which is subject to Freedom of Information and Data Protection legislation will be available when required.

The school is not maintaining and storing information unnecessarily.

Maintaining and amending the retention schedule

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove obsolete record series.

Safe disposal of records

All records containing personal information, or sensitive organisational information should be shredded before disposal using a cross shredder. There is a collection made from a private firm on a monthly basis to ensure this information is stored and shredded confidentially. Any other records (not containing personal/sensitive data) should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Records should not be put in the dustbin or a skip for disposal.

Case records pertaining to learners who are or have been on the child protection register, are stored safely in a locked office and can be retrieved as required by designated staff.