



LYDIATE
LEARNING
TRUST

Data Retention Policy (LLT)



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TRUST

ENGAGE, ENABLE,
EMPOWER

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1. Policy Statement

This policy sets out the practice on how Lydiate Learning Trust (the Trust) will retain employment-related and pupil data and how it will be held and when that information will be confidentially destroyed in compliance Section 46 of the Freedom of Information Act 2000.

All of the Trust schools and central divisions have a responsibility to maintain its records and record keeping systems. When doing this, the school/division will take account of the following factors:

- The most efficient and effective way of storing records and information.
- The confidential nature of the records and information stored.
- The security of the record systems used.
- Privacy and disclosure.
- Accessibility of records and record keeping systems.

2. Legal Framework

This policy has due regard to legislation, including, but not limited to, the following:

- The UK General Data Protection Regulation.
- The Freedom of Information Act 2000.
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980).

This policy also has due regard to the following guidance:

- Information Records Management Society (2016) Information management toolkit for schools.
- DfE (2025) Data protection: A toolkit for schools.
- The code of practice on the management of records issued under section 46 of the Freedom of Information Act 2000.
- Record keeping and retention information for academies and academy trusts.

3. Scope of the Policy

The objective of the policy is to prevent and limit the impact of information security problems that might damage our trust's operation, reputation or business.

This policy applies to all records created, received or maintained by all staff within our trust and in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by our trust and which are thereafter retained (for a set period) to provide evidence of its transactions and activities. These records may be created, received or maintained in hard copy or electronic format, which include but are not limited to paper documents, scanned documents, emails which document business activities and decisions, audio and video recordings, text messages, spreadsheets, Word documents, presentations etc.

Occasionally, there may be 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).

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4. Responsibilities

The Board of trustees has a statutory responsibility to maintain our trust's records and record keeping systems in accordance with the regulatory environment specific to the sector.

The Trust Executive team is responsible for implementing this policy and the day-to-day operational management and will give guidance on good records management practice and promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. The Executive team will also monitor compliance with this policy by surveying to check if records are stored securely and can be accessed appropriately.

The Executive Headteacher / School Leaders are responsible for day to implementation of this policy for their school/division and ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

Each school/division will manage the records disposal process in line with the retention schedule. This will help to ensure that it meets freedom of information requests and respond to requests to access personal data under data protection legislation (subject access requests).

5. Independent Inquiry into Child Sexual Abuse (IICSA)

The IICSA report was presented to Parliament in October 2022 and our trust must ensure that records are kept in accordance with recommendation 17 of the report:

- The retention period for records known to relate to allegations or cases of child sexual abuse should be 75 years with appropriate review periods.

The range of documentation which might need to be kept is wide. It will include any information linked to alleged or established child abuse, whether by staff, volunteers or students, with no limitation date. For example, a list of students who attended an overnight school trip or admissions registers which show which students were on roll within our trust 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 an inquiry.

6. Records not forming part of the student record

The following record types should be stored separately to the main student record as they are usually subject to shorter retention periods, and they should not be forwarded to the student's next school:

- Attendance registers and information.
- Absence notes and correspondence.
- Accident forms (if it is a major incident, a copy can be placed on the student record).
- Medicine consent and administering records.
- Copies of birth certificates, passports etc.
- Generic correspondence with parents about minor issues (eg 'Dear parent').
- Student's work, drawings etc.
- Previous data collection forms which have been superseded.
- Photography consents.

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7. Transferring student records

Schools must ensure swift transfer of information to the new school to ensure appropriate decisions can be made regarding a student, using relevant and accurate information.

The following documents should be transferred to the next school within 15 working days of receipt of confirmation that a student is registered at another school:

- Common transfer file (CTF) from the school information management system.
- Any elements of the student record, held in any format, not transferred as part of the CTF
- SEN or other support service information, including behaviour, as only limited information may be included in the CTF.
- Child protection information: this must be sent as soon as possible by the designated safeguarding lead or a member of their team to their equivalent at the new school

Schools must make sure the information is kept secure and traceable during transfer:

- Records can be delivered or collected in person, with signed confirmation for tracking purposes.
- Student records should not be sent by post. If the use of post is absolutely necessary, they should be sent by 'special delivery guarantees' or via a reputable and secure courier to a pre-informed named contact, along with a list of the enclosed files. The new school should sign a copy of the list to confirm receipt of the files and securely return this to the previous school.
- If held electronically; records may be sent to a named contact via secure encrypted e-mail or other secure transfer method.

If the student is transferring to an independent school or a post 16 establishment, the existing school should transfer copies of relevant information only and retain the original full record as the last known school.

The last known or final school is responsible for retaining the student record. The school is the final or last known school, if it is:

- A secondary phase and the student left at 16 years old or for post-16 or independent education.
- A school at any point and the student left for elective home education, they are missing from education or have left the UK.

8. Retention Schedule

Information (hard copy and electronic) will be retained for at least the period specified in Appendix 1 retention schedule. When managing records, the Trust will adhere to the standard retention times listed within that schedule.

The retention schedule refers to all records regardless of the media (e.g. paper, electronic, microfilm, photographic etc) in/on which they are stored. All records will be regularly monitored by Headteachers and Executive Directors / Division Leaders, where applicable or delegated accordingly. The retention schedule is divided into 7 sections:

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1. Management and Governance.
2. Management of the School.
3. Student Education Record.
4. Human Resources.
5. Health & Safety.
6. Financial Management.
7. Property Management and Maintenance.

9. Destruction of Records

The schedule is a relatively lengthy document listing the many types of records used by the school / division and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

Where records have been identified for destruction, they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information, or sensitive policy information should be shredded before disposal where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

Each school/division must maintain a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list the following: -

- File reference (or other unique identifier).
- File title/description.
- Number of files.
- Name of the authorising Officer.
- Date destroyed or deleted from system.
- Person(s) who undertook destruction.

10. Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. A database of the records sent to the archives is maintained by nominated person for each school/division. The appropriate staff member, when archiving documents should record in this list the following information: -

- File reference (or other unique identifier).
- File title/description.
- Number of files.
- Name of the authorising officer.

11. Transferring Information to other Media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media or virtual storage centres

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(such as cloud storage). The lifespan of the media and the ability to migrate data where necessary should always be considered.

12. Document Version Control Log

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| Approver | The Board |
| Date of approval | |
| Policy owner | Executive Director of People and Culture |
| Policy authors | Executive Director of People and Culture |
| Version | 2.0 |
| Date of next review | January 2029 |
| Summary of changes in this review | <ul style="list-style-type: none"> • Aligned to the example and guidance provided by our new DPO School Pro. • Included reference to Independent Inquiry into Child Sexual Abuse (IICSA) • Included referencing to dealing with student records. • The review has taken into consideration the School Attendance (Pupil Registration) (England) Regulations 2024 and the Data Protection in Schools guidance 25 June 2025 • 3.7 retention of attendance registers: all register entries must now be retained for 6 years doubling the previous 3 year requirement. In addition, all registers must be stored electronically and no longer as a paper option. |
| Related policies and documents | <ul style="list-style-type: none"> • Data protection policy • Breach Policy • Privacy notices |

Unless there are legislative or regulatory changes in the interim, the policy will be reviewed as per the review cycle. Should no substantive change be required at this point, the policy will move to the next review cycle.

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Appendix 1 – Retention Schedule

| Basic file description | Statutory provisions / Guidance | Retention period | Action at the end of the administrative life of the record | Personal information | |
|------------------------|--|--|--|--|-----------|
| 1 | Management and governance of our trust | | | | |
| 1.1 | Instruments of government, Articles of Association and memorandum of understanding | | For the life of the trust | Consult local archives before disposal | No |
| 1.2 | Trusts and endowments | | For the life of the trust | Consult local archives before disposal | No |
| 1.3 | Annual report, accounts and financial statements | Academy trust handbook and HM Treasury | 6 years | Secure disposal | No |
| 1.4 | Internal committee meeting minutes | | 6 years | Secure disposal | Potential |
| 1.5 | Minutes of trustees' meetings | Section 248 of the Companies Act 2006 | Date of report + 10 years | Secure disposal | Potential |
| 1.6 | Agenda and papers for meetings | Section 248 of the Companies Act 2006 | Date of report + 10 years | Secure disposal | Potential |
| 1.7 | Reports made to trustee meetings which are referred to in the minutes | Section 248 of the Companies Act 2006 | Date of report + 10 years | Secure disposal | Potential |
| 1.8 | Register of attendance at trustee meetings | | Date of last meeting plus 6 years | Secure disposal | Yes |
| 1.9 | Annual reports required by the DfE | | Date of report + 10 years | Secure disposal | Yes |
| 1.10 | Minutes of AGM | Section 248 of the Companies Act 2006 | Date of report + 10 years | Secure disposal | Potential |
| 1.11 | Scheme of delegation and terms of reference for committees | | Until superseded or whilst relevant | Standard disposal | No |

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|------|---|---------------------------------------|--|-------------------|-----------|
| 1.12 | Meetings schedule | | Current year | Standard disposal | No |
| 1.13 | Records relating to the election of chair and vice chair | | Once the decision has been recorded in the minutes, the records relating to the election can be destroyed | Secure disposal | Yes |
| 1.14 | Minutes of local school board meetings | Section 248 of the Companies Act 2006 | Date of report + 10 years | Secure disposal | Yes |
| 1.15 | All records relating to the conversion of a school to Lydiate Learning Trust | | For the life of the trust | | Potential |
| 1.16 | Records relating to complaints made to and investigated by the accounting officer / Headteacher or board of trustees / local school board | | Major complaints: current year + 6 years Negligence: current year + 15 years Child protection or safeguarding issue: current year + 40 years | | |
| 1.17 | Correspondence sent and received by the board of trustees / local school board or Headteacher | | Current year + 3 years | Secure disposal | Yes |
| 1.18 | Action plans created and administered by the board of trustees and / or its committees | | Until superseded or whilst relevant | Secure disposal | No |
| 1.19 | Policies created and administered by the board of trustees | | Until superseded | Standard disposal | No |
| 1.20 | Records relating to the appointment of the governance professional | | Date on which governance professional appointment ceases + 6 years | Secure disposal | Yes |

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| Basic file description | | Statutory provisions / Guidance | Retention period | Action at the end of the administrative life of the record | Personal information |
|------------------------|---|---------------------------------|---|--|----------------------|
| 1.21 | Records relating to the terms of office of serving trustees and ambassadors including evidence of appointment | | Date of appointment ceases + 6 years | Secure disposal | Yes |
| 1.22 | Records relating to trustee and ambassador declaration against disqualification criteria | | Date appointment ceases + 6 years | Secure disposal | Yes |
| 1.23 | Register of business interests | | Date appointment ceases + 6 years | Secure disposal | Yes |
| 1.24 | Governance code of conduct | | This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation | Standard disposal | No |
| 1.25 | Records relating to the training required and received by trustees | | Date trustee steps down + 6 years | Secure disposal | Yes |
| 1.26 | Records relating to the induction programme of new trustees and ambassadors | | Date of appointment ceases + 6 years | Secure disposal | Yes |
| 1.27 | Records relating to DBS checks carried out on members, trustees and ambassadors | | Date of DBS check + 6 months | Secure disposal | Yes |
| 1.28 | Privacy notices | | Until superseded + 6 years | Standard disposal | |

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| Basic file description | Statutory provisions / Guidance | Retention period | Action at the end of the administrative life of the record | Personal information | |
|------------------------|---|------------------|--|----------------------|-----------|
| 2 | Management of a School | | | | |
| 2.1 | Minutes of senior management team meetings and the meetings of other internal administrative bodies | | Date of the meeting + 3 years (then review) | Secure disposal | Potential |
| 2.2 | Reports created by the Headteacher or the management team | | Date of the report + a minimum of 3 years then review annually or as required. If not, destroyed | Secure disposal | Potential |
| 2.2 | Reports created by the Headteacher or the management team | | Date of the report + a minimum of 3 years then review annually or as required. If not, destroyed | Secure disposal | Potential |
| 2.3 | Records, created by Headteacher, senior leaders and other staff with administration responsibilities which do not fall under any other category | | Current academic year + 6 years then review annually, or as required. If not, destroyed | Secure disposal | Potential |
| 2.4 | Correspondence created by Headteacher, senior leaders and administration staff | | Current year + 3 years | Secure disposal | Potential |
| 2.5 | Professional development plans | | On the individual's HR record. If not, then termination of employment + 6 years | Secure disposal | Yes |

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| 2.6 | General file series which do not fit under any other category | | Current year + 5 years, then review | Secure disposal | Potential |
| 2.7 | Records relating to the creation and publication of the school brochure or prospectus | | Current academic year + 3 years | The school could preserve a copy for their archive otherwise standard disposal | No |
| 2.7 | Records relating to the creation and publication of the school brochure or prospectus | | Current academic year + 3 years | The school could preserve a copy for their archive otherwise standard disposal | No |
| 2.8 | Records relating to the creation and distribution of circulars to staff, parents or students | | Current academic year + 1 year | Standard disposal | No |
| 2.9 | Consent relating to school activities as part of data protection compliance | | Consent will last whilst the student attends school and destroyed when the student leaves | Secure disposal | Yes |
| 2.10 | Newsletters and other items with a short operational use. | | Current academic year + 1 year (academies may decide to archive one copy) | Standard disposal | No |
| 2.11 | Visitor management systems | | Last entry in the 'visitors book' + 6 years (in case of claims) | Secure disposal | Yes |
| School trips | | | | | |

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| 2.12 | Parental consent forms for school trips where there has been no major incident | | Although the consent forms could be retained from date of birth + 22 years, the school may wish to complete a risk assessment to assess whether the forms are likely to be required and can dispose of the consent form at the end of the trip or the end of the academic year | Secure disposal | Yes |
| 2.13 | Parental consent forms for school trips where there <i>has been a major incident</i> | | Date of birth of the student involved +25 years. The consent forms for all students on the trip need to be retained to show that the rules had been followed for all students | Secure disposal | Yes |
| 3 | Student's education record | | | | |
| 3.1 | Student's educational record: Primary | Student's educational record required by The Education (Student Information) (England) Regulations 2005 | Retain whilst the child remains at primary school | The file should follow the student when he / she leaves the primary school. This will include: <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a student referral unit | Yes |

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| 3.2 | Student's educational record: Secondary | | Until the pupil's 25 th birthday | Review | Yes |
| 3.3 | Student examination results (student copies) | | This information should be added to the student file | All uncollected certificates should be returned to the examination board after reasonable attempts to contact the student have failed | Yes |
| 3.4 | Internal examination results | | The information should be added to the student file | In line with a student's file (see clause 3.1 and 3.2) | Yes |
| 3.5 | Child protection information held on student file | Keeping children safe in education statutory guidance Working together to safeguard children A guide to inter-agency working to safeguarding and promote the welfare of children 2018 | If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file | If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file | Yes |
| 3.6 | Child protection information held in separate files | Keeping Children Safe in Education statutory guidance Working together to safeguard children | Date of birth of student + 25 years then review | Secure disposal | Yes |

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| 3.7 | Attendance registers | The Education (Pupil Registration) (England) Regulations 2024 | Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made All registers must be stored electronically and no longer as a paper option | Secure disposal | Yes |
| 3.8 | Correspondence relating to a ny absence (authorised or unauthorised) | Education Act 1996 Section 7 | Current academic year + 2 years | Secure disposal | Potential |
| 3.9 | Special educational needs files, reviews and education, health and care plan, including advice and information provided to parents regarding educational needs and accessibility strategy | Children and Family's Act 2014 SEND code of practice: 0-25 Special Educational Needs and Disability Act 2001 Section 14 | Date of birth of the student + 31 years (Education Health and Care Plan is valid until the individual reaches the age of 25 years - the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act | Secure disposal | Yes |
| Statistics and management information | | | | | |
| 3.10 | Examination results (school's copy) | | Current year + 6 years | Secure disposal | Yes |

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| 3.11 | SATS records: results | | The SATs results should be recorded on the student's educational file and will be retained until the student reaches the age of 25 years. The school may wish to keep a composite record of all of the whole year's SATS results. These are kept for the current year + 6 years to allow suitable comparison | Secure disposal | Yes |
| 3.12 | SATS records: examination papers | | The examination papers should be kept until any appeals / validation process is complete. | Secure disposal | Yes |
| 3.13 | Published admissions number (PAN) reports Liaison with external agencies (family liaison, local authority, central government) | | Current year + 6 years | Secure disposal | Yes |
| Liaison with external agencies (family liaison, local authority, central government) | | | | | |
| 3.14 | Reports from outside agencies where the report has been included on the case file created by the outside agency | | Whilst the student is attending the school then destroy | Secure disposal | Yes |
| 3.15 | Referral forms | | While the referral is current | Secure disposal | Yes |
| 3.16 | Contact data sheets | | Current year then review. If contact is no longer active then destroy | Secure disposal | Yes |

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| 3.17 | Contact data base entries | | Current year then review. If contact is no longer active then destroy | Secure disposal | Yes |
| 3.18 | Secondary transfer sheets (primary) | | Current year + 2 years | Secure disposal | Yes |
| 3.19 | Attendance returns | | Current year + 1 year | Secure disposal | Yes |
| 3.20 | School census returns | | Current year + 5 years | Secure disposal | No |
| 3.21 | Ofsted reports and papers where a physical copy is held | | Life of the report then review | Secure disposal | No |
| 3.22 | Returns made to central government | | Current year + 6 years | Secure disposal | No |
| 3.23 | Circulars and other information sent from central government | | Operational use | Secure disposal | No |
| Admissions | | | | | |
| 3.24 | All records relating to the creation and implementation of the admissions policy | School admissions code statutory guidance for admissions authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels October 2022 | Life of the policy + 3 years then review | Secure disposal | No |
| 3.25 | Admissions - if the appeal is unsuccessful | | Resolution of the case + 1 year | Secure disposal | Yes |
| 3.26 | Register of admissions | | Every entry in the 'admissions register' must be preserved for a period of three years after the date on which the entry was made | | Yes |
| 3.27 | Proof of address supplied by parents as part of the admissions process | | Current year + 1 year | Secure disposal | Yes |
| 3.28 | Supplementary information form | | Current year + 1 year | Secure disposal | Yes |

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| 3.29 | For successful admissions | | The information to be added to the student file | See item | Yes |
| 3.30 | For unsuccessful admissions | | Until appeals process has been completed | Secure disposal | Yes |
| 4 | Human resources (management of personnel records) | | | | |
| 4.1 | All records leading up to the appointment of an Executive. | | Unsuccessful: date of application + 6 months | Secure disposal | Yes |
| 4.2 | All records leading up to the appointment of a member of staff – unsuccessful candidates | | Date of application + 6 months | Secure disposal | Yes |
| 4.3 | Pre-employment vetting checks for successful candidates | Current version of Keeping Children Safe in Education | Application forms, references and other documents – for the duration of the employee's employment + 6 years | Secure disposal | Yes |
| 4.4 | Pre-employment vetting checks for successful candidates (DBS checks) | DBS checks: guidance for employers Current version of Keeping Children Safe in Education | Copies of proof of identity: only kept for the purpose for which it was obtained. Destroyed after 6 months Copies of DBS certificates do not need to be retained | Secure disposal | Yes |
| 4.5 | Pre-employment vetting information – evidence proving the right to work in the United Kingdom – successful candidates | An Employer's Guide to Right to Work checks (18 Oct 2023) | 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 + not less than 2 years | Secure disposal | Yes |

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| 4.6 | Staff personnel file | Limitation Act 1980 (Section 2) | Termination of employment + 6 years | Secure disposal | Yes |
| 4.7 | Sickness absence monitoring | Statutory Sick Pay (SSP) employer guide | Current year + 3 years. We do not need to keep records of statutory sick pay (SSP) paid to employees, but HMRC may need these records if there is a dispute over payment of SSP. | Secure disposal | Yes |
| 4.8 | Staff training records - where training leads to continuing professional development | | Length of time required by the professional body | Secure disposal | Yes |
| 4.9 | Staff training - except where dealing with children (e.g. first aid or health and safety) | | Retained with the personnel file (see item 3.6) | Secure disposal | Yes |
| 4.10 | Staff training - where the training relates to children (e.g. safeguarding or other child related training) | | Date of training + 40 years | Secure disposal | Yes |
| 4.11 | Time sheets | | Current academic year + 6 years | Secure disposal | Yes |
| 4.12 | Records relating to any allegation of a child protection nature against a member of staff | Current version of Keeping Children Safe in Education | Until the person's normal pension age or 10 years from the date of the allegation (whichever is the longer), then review. Note: allegations that are found to be malicious should be removed from personnel files. | Secure disposal (shredded) | Yes |

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| 4.13 | Disciplinary proceedings: (note in appendix 2) | ACAS code of practice. See note in appendix 2 | | | Yes |
| | Oral warning | | Date of warning + 6 months | Secure disposal | |
| | Written warning – level 1 | | Date of warning + 6 months | | |
| | Written warning – level 2 | | Date of warning + 12 months | | |
| | Final warning | | Date of warning + 18 months | | |
| | Case not found | | If the incident is related to child protection, then see note in appendix 3. Otherwise, dispose of at the conclusion of the case | Secure disposal | Yes |
| Human resources (payroll and pensions) | | | | | |
| 4.14 | Absence record | | Current year + 3 years | Secure disposal | Yes |
| 4.15 | Batches | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 | Secure disposal | Yes |
| 4.16 | Car allowance claims | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 3 years | Secure disposal | Yes |
| 4.17 | Elements | | Current year + 2 years | Secure disposal | Yes |
| 4.18 | Income tax form P60 | | Current year + 6 years | Secure disposal | Yes |
| 4.19 | Insurance | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 years | Secure disposal | Yes |
| 4.20 | Maternity payment | | Current year + 3 years | Secure disposal | Yes |

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| 4.21 | National insurance – schedule of payments | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 years | Secure disposal | Yes |
| 4.22 | Overtime | | Current year + 3 years | Secure disposal | Yes |
| 4.23 | Payroll – gross / net weekly or monthly | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 years | Secure disposal | Yes |
| 4.24 | Payroll reports | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 years | Secure disposal | Yes |
| 4.25 | Payslips – copies | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 years | Secure disposal | Yes |
| 4.26 | Pension payroll | Taxes Management Act 1970 income and corporation taxes 1988 | Current year + 6 years | Secure disposal | Yes |
| 4.27 | Personal bank details | If employment ceases, then end of employment + 6 years | Until superseded + 3 years | Secure disposal | Yes |
| 4.28 | Sickness records | | Current year + 3 years | Secure disposal | Yes |
| 4.29 | Staff returns | | Current year + 6 years | Secure disposal | Yes |
| 4.30 | Tax forms P6 / P11 / P11D / P35 / P45 / P46 / P48 | | Current year + 6 years | Secure disposal | Yes |
| 5 | Health and safety | | | | |
| 5.1 | Health and safety policy statements | | Life of policy + 3 years | Secure disposal | No |

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| 5.2 | Health and safety risk assessments | | Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred | Secure disposal | Potential |
| 5.3 | Accident reporting records relating to individuals who are over 18 years of age at the time of the incident | Social Security (claims and payments) Regulations 1979. Regulation 25 Social Security Administration Act 1992 Section 8 Limitation Act 1980 | The Accident Book (BI 510) 3 years after last entry in the book. Completed pages must be kept secure with restricted access. | Secure disposal | Yes |
| 5.4 | Accident reporting records relating to individuals who are under 18 years of age at the time of the incident | Social Security (claims and payments) Regulations 1979. Regulation 25 Social Security Administration Act 1992 Section 8 Limitation Act 1980 | The Accident Book (BI 510) 3 years after last entry in the book. Completed pages must be kept secure with restricted access. | Secure disposal | Yes |
| 5.5 | Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR) | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12 (2) | Date of incident + 3 years providing that all records relating to the incident are held on the HR file. The incident report must be kept secure with restricted access | Secure disposal | Yes |
| 5.6 | Control of Substances Hazardous to Health (COSHH) | Control of Substances Hazardous to Health Regulations 2002 SI 2002 No 2677 Regulations 11. | Date of incident + 40 years | Secure disposal | Yes |

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| 5.7 | Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos | Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19 | Last action + 40 years | Secure disposal | Potential |
| 5.8 | Process of monitoring areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE. Dose assessment and recording | The Ionising Radiation Regulation 2017. SI 2017 No 1075 Regulation 11 As amended by SI 2018 No 390 Personal Protective Equipment (enforcing) Regulations 2018 | 2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination For the dose assessment and recording, to keep the records made and maintained until the person to whom the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made | Secure disposal | Potential |
| 5.9 | Fire precautions log books | | Current year + 3 years | Secure disposal | No |
| 5.10 | Health and safety file to show current state of buildings, including all alterations to be passed on in the case of change of ownership | | Pass to new owner on sale or transfer of building | Secure disposal | No |
| 6 | Financial management | | | | |
| 6.1 | Employer's liability insurance certificate | | Closure of the company + 40 years (may be kept electronically) | Secure disposal | No |

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|-----|---|--|----------------------------------|-------------------|-----------|
| 6.2 | Inventories of furniture and equipment | | Current year + 6 years | Secure disposal | No |
| 6.3 | Burglary, theft and vandalism report forms | | Current year + 6 years | Secure disposal | Potential |
| 6.4 | Annual accounts | | Current year + 6 years | Standard disposal | No |
| 6.5 | All records relating to the creation and management of budgets, including the annual budget statement and background papers | | Life of the budget + 3 years | Secure disposal | No |
| 6.6 | Invoices, receipts, order books and requisitions, delivery notices | | Current financial year + 6 years | Secure disposal | No |
| 6.7 | Records relating to the collection and banking of monies | | Current financial year + 6 years | Secure disposal | No |
| 6.8 | Records relating to the identification and collection of debt | | Final payment of debt + 6 years | Secure disposal | No |
| 6.9 | Student grant applications | | Current year + 3 years | Security disposal | Yes |

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| 6.10 | Pupil premium fund records | | Date student leaves the provision + 6 years | Secure disposal | Yes |
| 6.11 | All records relating to the management of contracts under seal | Limitation Act 1080 | Last payment on the contract + 12 years | Secure disposal | No |
| 6.12 | All records relating to the management of contracts under signature | Limitation Act 1080 | Last payment on the contract + 6 years | Secure disposal | No |
| 6.13 | Records relating to the monitoring of contracts | | Life of contract + 6 or 12 years | Secure disposal | No |

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| 6.14 | Free school meals registers (where the register is used as a basis for funding) | | Current year + 6 years | Secure disposal | Yes |
| 6.15 | School meals registers | | Current year + 3 years | Secure disposal | Yes |
| 6.16 | School meals summary sheets | | Current year + 3 years | Secure disposal | Yes |
| 7 | Property management and maintenance | | | | |
| 7.1 | Title deeds of the properties belonging to the Trust | | These should follow the property unless the property has been registered with the Land Registry | | No |
| 7.2 | Plans of the property belonging to the Trust | | These should be retained whilst the building belongs to the Trust and should be passed on to any new owners if the building is lease or sold. | | No |
| 7.3 | Leases of property leased by or to the Trust | | Expiry of lease +6 years | | No |
| 7.4 | Records relating to the letting of school premises | | Current financial year +6 years | | No |
| 7.5 | All records relating to the maintenance of the Trust carried out by contractors | | These should be retained whilst the building belongs to the Trust and should be passed on to any new owners if the building is leased or sold | | Potential |

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| 7.6 | All records relating to the maintenance of the Trust carried out by school employees, including maintenance log books | | These should be retained whilst the building belongs to the Trust and should be passed on to any new owners if the building is leased or sold | Potential |
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Appendix 2

Disciplinary hearings – guidance notes

The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line, and defend him-or-herself by saying 'I would never do something like that', reference to the early proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had 'fifteen years of unblemished service', the record of the disciplinary proceedings would be effective evidence to counter this claim.

Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be 'removed from the file'. This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

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