

Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as Standard Assessment Test results and data captures)
- Relevant medical information
- Special educational needs information
- Exclusions and behavioural information and other conduct information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure the safeguarding of pupils

The lawful basis on which we use this information

We confirm that we operate under the following regulations:

1. Article 6 of the General Data Protection Regulations.

- Processing shall be lawful only if and to the extent that at least one of the following applies:
- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

2. Article 9 of the General Data Protection Regulations.

Processing shall be lawful only if and to the extent that at least one of the following applies:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised

by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

(e) processing relates to personal data which are manifestly made public by the data subject;

(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

(i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

3. The Education Act 1996 - (Departmental Censuses on behalf of the Department for Education)

We collect and use pupil information under the submission of the school census returns, including a set of named pupil records, which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely in compliance with GDPR to enable us to comply with the law and educate pupils. Records are retained as per the recommended practice laid out by the Information and Records Management Society (IRMS).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- EFA Education funding agency
- BAST – Bridgnorth Areas Schools Trust
- Telford and Wrekin (ICT provision)
- School Nurse
- NHS
- CAMHS

Limited data is shared with specialist educational providers such as:

- I Track
- ECINS

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department for Education (DfE) may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided pupil information to, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

Kay Ferriday
Head Teacher
St Leonard's CE Primary School
Bridgnorth
Shropshire

Ruth Spencer
Assistant Head Teacher
St Leonard's CE Primary School
Bridgnorth
Shropshire

WV16 4HL
admin@stleonardsprimary.co.uk
(01746 762781)

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Jayne Davies
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Bridgnorth
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(01746 762781)

Susan Wright
Data Protection Officer
Telford & Wrekin Council
Susan.wright@telford.gov.uk
(01952) 382549

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The school follows the Shropshire Council retention guidelines for the safe disposal of records.
(Appendix 1)

Contact

If you would like to discuss anything in this privacy notice, please contact:

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Head Teacher
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Shropshire
Council

Susan Wright
Data Protection Officer
Telford & Wrekin Council
Susan.wright@telford.gov.uk
(01952) 382549

Appendix 1 – Shropshire Council Retention Guidelines For Schools

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business.

The schedule refers to all information regardless of the media in which it is stored. The schedule will be reviewed on a regular basis by the Director of Finance and Business.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation mentioned above.

If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

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1. Acknowledgements

This retention schedule for schools is based on the guidelines issued by the Local Government Group of the Records Management Society of Great Britain and the Shropshire Council Education authority.

2. The purpose of the school retention schedule

The purpose of the retention schedule 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.

Staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

3. Benefits of a school 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 1998 and the Freedom of Information Act 2000.
- Providing staff are managing record series using the retention schedule, they cannot be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
- Staff can be confident about destroying 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 records and storing information unnecessarily.

4. Maintaining and amending the school Retention Schedule

Where appropriate this Retention Schedule will be reviewed by the Director of Finance and Business, Shropshire Council and amended to include any new record series created. It will also remove any obsolete record series.

The Shropshire Council corporate Retention Schedule database will also be updated.

5. What to do with records once they have reached the end of their administrative life:

5.1 Destruction of records

There records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible).

Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

Staff should record at least:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files
- The name of the authorising officer. This could be kept in an Excel spreadsheet or other database format.

5.2 Transfer of records to Shropshire Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to offer the records to Shropshire Archives.

A list of the records sent to the archives should be created to include the information above. The contact details for Shropshire Archives are as follows:

County Archivist

Shropshire Archives

Castle Gates

Shrewsbury SY1 2AQ

Tel: 01743 255350

Email: archives@shropshire.gov.uk

5.3 Transfer of information to other media

Where lengthy retention periods have been allocated to records, staff may wish to consider converting paper records to other media such as microform or digital media.

The lifespan of the media and the ability to migrate data where necessary should always be considered.

6. Useful Contacts

Name	Job Title	Contact
Dale Pitt	Records Manager, Records Management Service	01743 252855
Mary McKenzie	County Archivist, Shropshire Archives	01743 255356
Roy Morris	Information Governance Officer	01743 252774

7.1 Child Protection: The retention and use of records relating to child protection matters concerning pupils, and child protection allegations against staff requires specific guidance in this schedule. This will be subject to update following Implementation of the recommendations by Sir Michael Bichard.

Basic file description	Data Protection Issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Child protection files	Yes	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', September 2004	DOB + 25 years [Amended in consultation with Safeguarding Children Group]	Shred - Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example) Where a child is removed from roll to be educated at home, the file should be copied to the Local Authority.
Allegation of a child protection nature against a member of staff, including where the allegation is	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002	Until the person's normal retirement age, or 10 years from the date of the allegation if that's longer	(Records of Disciplinary and Grievance): Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to

unfounded

guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005

this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals summary record to be retained on confidential personnel file and a copy given to the person concerned.

7.2 Governors

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Minutes				
Principal set (signed)	No		Permanent	Retain in school for 6 years from date of meeting and then offer to Archives
Inspection copies	No		3 years from date of meeting	Destroy – If these Minutes contain any sensitive information, they should be shredded
Agendas	No		Date of meeting	Destroy
Reports			Date of meeting + 6 years	Retain in school for 6 years from date of meeting and then offer to Archives
Annual parents' meetings	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting and then offer to Archives
Instruments of government	No		Permanent	Retain in school whilst school is open and then offer to Archives
Trusts and	No		Permanent	Retain in school whilst operationally required and

endowments				then offer to Archives
Action plans	No		Date of plan + 3 years	Destroy under normal circumstances, but consider offering to Archives for a sample to be taken if the school has been through a difficult period
Policy documents	No		Expiry of policy	Retain in school whilst operationally required. This includes if the expired policy is part of a past decision making process – offer to Archives
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first 6 years and review for further retention in the case of contentious disputes. Destroy routine complaints

7.3 School management

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Log books [Books where the Headteacher or another member of staff keeps of record of what happens in the school, this may include details of events, photographs and other information]	Yes	Activities of individual pupils and staff are subject to data protection	Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry - Offer to Archives
Minutes [Senior Leadership Team and other internal administrative bodies]	Yes	Amended in consultation with Safe-guarding Children Group	Date of meeting + 5 years	Retain in school for 5 years from meeting and offer to Archives. The appropriate archivist will then take a sample for permanent preservation
Head teacher reports [Made by the Headteacher or the SLT]	Yes	Amended in consultation with	Date of report + 3 years	Retain in school for 3 years from completion of report/meeting and offer

		Safe-guarding Children Group		to Archives. The appropriate archivist will then take a sample for permanent preservation
School correspondence created by all staff with administrative responsibilities (except child protection records which are dealt with in section 7.1 above).	Yes	Amended in consultation with Safe-guarding Children Group	Closure of file + 6 years	Destroy - If these records contain sensitive information they should be shredded
Annual reports required by the Department for Education and Skills	No	Education regs 2002.SI2002 No 1171	Date of report + 10 years	Transfer to Archives

7.3 School management

7.3 School management				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Correspondence created by Headteacher, Deputy Headteachers, Heads of Year and other staff with administrative responsibilities	No	Date of correspondence + 3 years		Destroy - If these records contain sensitive information they should be shredded
Professional development plans	Yes	Closure + 6 years		Shred
School development plans	No	Closure + 6 years		Review - Offer to Archives
Successful Admissions (Primary schools)	Yes	Admission + 7 years		Destroy
Successful Admissions (Secondary schools)	Yes	Admission + 5 years		Destroy
Unsuccessful Admissions	Yes	Resolution		Destroy

		of case	
(Primary and Secondary)		+ 3 years	
Successful Casual Admissions	Yes	Admission	Destroy
(Secondary schools)		+ 5 years	
Proof of address - supplied by Parents as part of the admissions process	Yes	Retain for the period the child is at the school	Destroy
Employer's liability	Yes	Permanent	Offer to Archives
Performance reviews	Yes	Permanent	Offer to Archives
Proposals for schools to become, or be established as Specialist Status schools	No	Current year + 3 years	Transfer to Archives for assessment for preservation or destruction.

7.4 Pupils

7.4 Pupils				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Admission registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry - Offer to Archives
Attendance registers	Yes		Date of register + 3 years	Destroy - If these records are retained electronically, any back-up copies should also be Destroyed at the same time
Pupil record cards				
<i>Primary</i>	Yes		Retain for the time which the pupil remains at the school	Transfer to the secondary school (or other primary school) when the child leaves the school - In the case of exclusion it

				may be appropriate to transfer the record to the Behaviour Service
<i>Secondary</i>	Yes		DOB of the pupil + 25 years	Shred – In the case of exclusion, it may be appropriate to transfer the record to the Behaviour Service
Pupil files				
<i>Primary</i>	Yes		Retain for the time which the pupil remains at the school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion, consider transfer the record to the Behaviour Service

7.4 Pupils

7.4 Pupils				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Pupil files				
<i>Secondary</i>	Yes		DOB of the pupil + 25 years	Shred – In the case of exclusion, it may be appropriate to transfer the record to the Behaviour Service
Deceased pupil files (Primary and Secondary)	Yes		7 years after the Pupil has died	Destroy. (Death occurs outside of education environment)
Special educational needs files, reviews and Individual education plans	Yes		DOB of the pupil +25 years	Shred – In the case of exclusion, it may be appropriate to transfer the record to the Behaviour Service
Letters authorising absence	No		Date of absence + 2 years	Shred
Absence books	No		Current year + 6	Shred

years

Examination results

<i>Public</i>	No		Year of examinations + 6 years	Destroy – Any certificates left unclaimed should be returned to the examination board.
<i>Internal examination results</i>	Yes		Current year +5 years	Destroy – If records are retained on the pupil file (or National Records of Achievement), kept for as long as operationally necessary.
Outside Educational Visits – records created by schools	No	H&S of pupils on Educational visits	Date of visit + 10 years	Destroy or delete securely

7.4 Pupils

7.4 Pupils				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Pupil correspondence	Yes		Current year + 3 years	Review – Consider allocating a further retention period or Destroy
Statement maintained under Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 - Section 1	DOB + 30 years	Destroy – Unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 - Section 1	DOB + 30 years	Destroy – Unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 - Section 2	Closure + 12 years	Destroy – Unless legal action is pending

Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 – Section 14	Closure + 12 years	Destroy – Unless legal action is pending
Children SEN files	Yes		Closure + 35 years	Destroy – Unless legal action is pending
Parental permission slips for school trips – where there has been no major incident	Yes		At the conclusion of the trip	Destroy
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved + 25 years	Destroy – The permission slips of all the children on the trip need to be retained to show the rules had been followed for all.

7.5 Curriculum

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Curriculum development	Yes		Current year + 6 years	Destroy
Curriculum returns	No		Current year + 3 years	Destroy
School syllabus	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period
Schemes of work	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period
Timetable	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period
Class record books	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period

Mark books	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period
Records of homework set	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period
Pupil's work	No		Current year + 1 year	Destroy – Consider reviewing at the end of each year and allocate a new retention period

7.5 Curriculum

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
SATS results	Yes		Current year + 6 years	Destroy – these records should be shredded
PANDA reports	Yes		Current year + 6 years	Destroy – these records should be shredded
Examination results	Yes		Current year + 6 years	Destroy
Value added records	Yes		Current year + 6 years	Destroy

7.6 School personnel

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Time sheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Shred
Staff personal files	Yes		Termination + 15 years	Shred
Interview notes and recruitment records	Yes		Date of interview + 1 year	Shred
Pre-employment vetting information - including unsuccessful CRB checks	No	CRB guidelines	Date of check + 1 year	Shred - This information should be placed on the personnel file if the applicant is successful
Disciplinary files (not child protection - see 7.1)	Yes			
<i>Oral warning</i>	Yes		Date of warning + 6 months	Shred - If this is placed on a personal file, it must be weeded from the file

<i>Written warning – Level one</i>	Yes		Date of warning + 6 months	Shred – If this is placed on a personal file, it must be weeded from the file
<i>Written warning – Level two</i>	Yes		Date of warning + 1 year	Shred – If this is placed on a personal file, it must be weeded from the file
<i>Final warning</i>	Yes		Date of Warning + 2 years	Shred – If this is placed on a personal file, it must be weeded from the file
<i>Case not found</i>	Yes		Destroy	Immediately at the conclusion of the Case, except Child Protection allegations (see 7.1)
Annual appraisal and assessment records	No		Current year + 6 years	Shred

7.6 School personnel

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Time sheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Shred
Salary cards	Yes		Last date of employment + 6 years	Shred – The information should be transferred to the superannuation department at the appropriate time who will maintain the master record
Maternity pay records	Yes	Statutory maternity pay	Current year + 3 years	Shred
Records held under retirement benefits schemes	Yes	Information Powers	Last payment + 6 years	Shred

		Regulations 1995		
Proofs of identity collected as part of the process of checking 'portable' enhanced CRB disclosure	Yes		Termination + 15 years	Where possible, these should be checked and a note kept of what has been checked. If it is felt necessary to keep a copy, documentation should be placed on the member of staff's personal file

7.7 School health and safety

7.7 School health and safety				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Accessibility plans	No	DDA	Current year + 6 years	Destroy
Accident reporting				
<i>Adults – Accident book</i>	Yes		Last entry in book + 6 years	Shred
<i>Adults – Internal reports</i>	Yes		Current year + 6 years	Shred
<i>Children</i>	Yes		DOB + 25 years	Shred – A child may make a claim for negligence 7 years from their 18 th birthday. All records are kept until the pupil reaches the age of 25 years.
Records relating to serious injury at work	Yes		Date of incident + 12 years.	Review - In the case of serious accidents, a further retention period will need to be applied
COSHH	Yes		Current year +10 years	Review

Incident reports	Yes		Current year + 20 years	Shred
Risk assessments	Yes		Date assessment superseded+ 3 years	Destroy
Asbestos monitoring	Yes		Last action + 40 years	Destroy – where employees and persons are likely to have come in contact with asbestos
Radiation monitoring	Yes		Last action + 50 years	Destroy – where employees and persons are likely to have contact with radiation
Fire Precaution Log Books			Current year + 6 years	Destroy

7.8 School administration

Basic file description	Data Protection issues	Statutory Provision	Retention period [operational]	Action at the end of the administrative life of the record
Employer's liability certificate	Yes		Permanent whilst the school is open	Retain for 40 years after the school has closed
School brochure/prospectus	Yes		Current year + 3 years	Offer to Archives - The appropriate archivist will then take a sample for permanent reservation
Circulars (staff/parents/pupils)	No		Current year + 1 year	Destroy
Newsletters	No		Current year + 1 year	Review to see whether any further retention is required - Offer to Archives [The appropriate archivist will then take a sample for permanent reservation]
Visitor's book	No		Current year + 2 years	Review to see whether any further retention is required - Offer to Archives [The appropriate archivist will then take a

				sample for permanent reservation]
PTA/old pupils' associations	Yes		Current year + 6 years	Offer to Archives - The appropriate archivist will then take a sample for permanent reservation
Cooks day book	No		Current year + 3 years	Destroy
Dinner register	No		Current year + 3 years	Destroy
Leaflets and publications	No		When superseded	Destroy
Inventories of equipment and furniture			Current year + 6 years	Destroy

7.9 School finance				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Annual accounts and background papers	Yes	Financial Regulations	Current year + 6 years	Offer to Archives
Loans and grants	Yes	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether any further retention is required - Offer to Archives [The appropriate archivist will then take a sample for permanent reservation]
Contracts				
<i>Under seal</i>	Yes		Contract completion date + 12 years	Review to see whether any further retention is required - Offer to Archives [The appropriate archivist will then take a sample for permanent reservation]
<i>Under signature</i>	Yes		Contract completion date + 6 years	Shred
Budget monitoring reports	Yes		Current year + 3 years	Shred

Invoices and receipts covered by financial regulations	Yes		Current year + 6 years	Shred
Order books and requisitions	No		Current year + 6 years	Shred
Delivery notes	No		Current year + 1 year	Destroy
Debtors' records	Yes		Current year + 6 years	Shred
School fund records covered by financial regulations	Yes		Current year + 6 years	Shred

7.9 School finance				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Applications for free school meals, travel, uniforms	Yes		Whilst child is at school	Shred
Student grant applications	Yes		Current year + 3 years	Shred
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	Shred
Petty cash books	No	Financial Regulations	Current year + 6 years	Shred
LMS returns			Current year + 2 years	Destroy
School fund – cheque and paying in books		Financial Regulations	Current year + 2 years	Destroy
School fund – ledgers, invoices, receipts and Bank statements		Financial Regulations	Current year + 6 years	Destroy
Unofficial funds – uniforms, trips etc			Current year + 6 years	Destroy
Income from school			Current year + 3 years	Destroy

premises bookings				

7.10 School property

7.10 School property				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Title deeds	Yes		Permanent	These should follow the property – Offer to Archives
Plans	Yes		Permanent	Retain until superseded and offer to Archives
Maintenance and contracts	Yes	Financial Regulations	Current year + 6 years	Destroy
Leases	Yes		Expiry of lease + 6 years	Destroy
Lettings	Yes		Current year + 3 years	Destroy
Burglary, theft and vandalism	No		Current year + 6	Shred

reports			years	
Maintenance log books	Yes		Last entry + 10 years	Destroy
Contractors' reports	Yes		Current year + 6 years	Destroy
Inventory	No		Current year + 6 years	Destroy

7.11 LA

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Secondary transfer sheets (Primary)	Yes		Current year + 2 years	Shred
Attendance returns	Yes		Current year + 1 year	Destroy
Circulars from LA	No		Whilst operationally required	Review to see whether a further retention period is required – Offer to Archives
Admissions data	Yes		Current year + 5 years	Destroy/DELETE
Student enrolment	Yes		Current year = 2 years	Shred

7.12 DCSF

7.12 DCSF				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
HMI reports	No		These do not need to be kept any longer	If any are retained - Offer to Archives
OFSTED reports and papers	Yes		Replace former report with any new inspection report	Review to see whether a further retention period is required – offer to Archives
Returns	No		Current year + 6 years	Destroy
Circulars from DCSF	No		Whilst operationally required	Review to see whether a further retention period is required – offer to Archives

7.13 Partnership working				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Service level agreements	Yes		Until superseded	Shred
Work experience agreement	Yes		DOB of child + 18 years	Shred

7.14 School meals

Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Dinner register	No		Current year + 3 years	Shred
School meals summary sheet	No		Current year + 3 years	Shred
Free school meals register	Yes		Current year + 6 years	Destroy
Free school meals vouchers	Yes		Current year + 5 years	Destroy
School meals vouchers	No		Current year + 5 years	Destroy

7.15 Schools and colleges				
Basic file description	Data Protection issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
Tutor folders	Yes		Termination + 6 years	Shred
Potential tutors	Yes		Current year + 2 years	Shred
Ex tutor folders	Yes		Termination + 15 years	Shred
Student enquiry files	Yes		Current year + 2 years	Shred
Student support files and finance	Yes		Current year + 6 years	Shred

8. European funded records

Where any record relates to a project that is funded by a European Union (EU) programme, it is essential that all the records are retained together.

All EU funded records (including finance) can only be disposed of **after** the EU funded programme has been nationally signed off. Therefore, records associated with an EU funded programme have a different life cycle to other similar records listed within the Retention Schedule.

9. Finding the School retention schedule

This School Retention Schedule can be found via the Shropshire Council intranet (eShrop/Top Shrop Corporate news and information/Information management and governance/Corporate retention schedule.

10. Authorisation

This school retention schedule is authorised by:

Director of Finance and Business

Business Growth & Prosperity

Shropshire Council