



Kea School Retention Policy

Kea School has a responsibility to maintain its records and record keeping systems. In doing this, Kea School 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; and
- Their accessibility.

Data Protection

This policy sets out how long pupil data and personnel employment related data will be held for and when it will be confidentially destroyed in compliance with the terms of the General Data Protection Regulation (GDPR) and the Freedom of Information Act 2000. The School's Data Protection Policy outlines its duties and obligations under the GDPR.

Retention Schedule

Information (hard copy and electronic) will only be retained for as long as necessary. The school follows the retention periods using guidance from the IRMS. The retention periods are based on business needs and legal requirements.

Paper records will be regularly monitored by the School Administrator/headteacher. Electronic records will be regularly monitored by the School Administrator/headteacher and ICT Technician.

Destruction of Records

When records are identified for destruction they will be disposed of in an appropriate way. Information is 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 will be shredded before disposal. All other paper records will be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

Archiving

Where records have been identified as being worthy of preservation over the longer term, records will be archived.

Transferring Information to Other Media

Where lengthy retention periods are considered necessary, paper records may be converted to other media such as digital media or virtual storage centres (such as cloud storage). Advice will be sought from the school's ICT Technician before records are transferred.

Responsibility and Monitoring

The headteacher has the day-to-day responsibility for implementing this policy.

The Data Protection Officer, in conjunction with the school is responsible for monitoring the use and effectiveness of this policy and deal with any queries on its interpretation.

Staff will receive regular training to ensure compliance with this policy.

Approved by: Full Governing Body **Date:** February 2019

Next review due by: Spring Term 2021