



**Keystone Academy Trust**

# **GDPR- Records Management Policy**

Updated May 2018	Reviewed September 2022	
Updated January 2020		
Reviewed July 2021		

## **Contents:**

Statement of intent

1. Legal framework
2. Responsibilities
3. Management of pupil records
4. Retention of pupil records and other pupil-related information
5. Retention of staff records
6. Retention of senior leadership and management records
7. Retention of health and safety records
8. Retention of financial records
9. Retention of other school records
10. Storing and protecting information
11. Accessing information
12. Digital continuity statement
13. Information audit
14. Disposal of data
15. Monitoring and review

## **Statement of intent**

Keystone Academy Trust (KAT) is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible by the appropriate individuals. In line with the requirements of the General Data Protection Regulation (GDPR), the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The school has created this policy to outline how records are stored, accessed, monitored, retained and disposed of, in order to meet the school's statutory requirements.

Where 'parents' are referenced within this document it is understood that this term encompasses and includes 'carers' and/or 'guardians'.

This document complies with the requirements set out in the GDPR, which came into effect on 25 May 2018. The government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

Signed by:

\_\_\_\_\_ Executive Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

## **1. Legal framework**

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

- General Data Protection Regulation (2016)
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)

1.2. This policy also has due regard to the following guidance:

- Information Records Management Society 'Information Management Toolkit for Schools' 2016

1.3. This policy will be implemented in accordance with the following school policies and procedures:

- Data Protection Policy
- Freedom of Information Policy
- E-security Policy
- Security Breach Management Plan

## **2. Responsibilities**

2.1. The school as a whole has a responsibility for maintaining its records and record-keeping systems in line with statutory requirements.

2.2. The Executive Headteacher holds overall responsibility for this policy and for ensuring it is implemented correctly.

2.3. The Data Protection Officer (DPO) is responsible for the management of records at each individual school within KAT.

2.4. The leadership team are responsible for promoting compliance with this policy and reviewing the policy on an annual basis, in conjunction with the Executive Headteacher.

2.5. The DPO is responsible for ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy, and are disposed of correctly.

2.6. All staff members are responsible for ensuring that any records for which they are responsible for are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.

## **3. Management of pupil records**

- 3.1. Pupil records are specific documents that are used throughout a pupil's time in the education system – they are passed to each school that a pupil attends and includes all personal information relating to them, e.g. date of birth, home address, as well as their progress and achievement.
- 3.2. The following information is stored within our secure Management Information System (Integris).
- Forename, surname, gender and date of birth
  - Unique pupil number (UPN)
  - Ethnic origin, religion and first language (if not English)
  - Any preferred names
  - Position in their family, e.g. eldest sibling
  - Emergency contact details and the name of the pupil's doctor
  - Any allergies or other medical conditions that are important to be aware of
  - Attendance and exclusion information
  - Names of parents, including their home address(es) and telephone number(s)
  - Name of the school and any other schools attended, the date of admission and the date of leaving, where appropriate
  - Future secondary school details
  - End of all Key Stage performance data
- 3.3. The following information is stored in a paper based pupil record, and will be kept in locked filing cabinets within the school office and where appropriate the SEN room:
- Admissions form
  - Details of any SEND
  - Any other agency involvement, e.g. speech and language therapist
  - If the pupil has attended an early years setting, the record of transfer
  - Fair processing notice – only the most recent notice will be included
  - Annual written reports to parents
  - Mid-year reports
  - Notes relating to major incidents and major accidents involving the pupil
  - Any information about an education and healthcare (EHC) plan and support offered in relation to the EHC plan
  - Any notes indicating child protection disclosures and reports are held in a separate safeguarding record in a locked filing cabinet in the family liaison room
  - Any information relating to exclusions
  - Any correspondence with parents or external agencies relating to major issues, e.g. mental health
  - Notes indicating that records of complaints made by parents or the pupil are held

- 3.4. The following information is subject to shorter retention periods and, therefore, will be stored separately in the school office:
- Absence notes/records
  - Parental and, where appropriate, pupil consent forms for educational visits, photographs and videos, etc.
  - Correspondence with parents about any issues, e.g. behaviour
- 3.5. Hard copies of disclosures and reports relating to child protection are stored in a securely locked filing cabinet in the safeguarding office/ family liaison room – a note indicating this is marked on the pupil's file.
- 3.6. Hard copies of complaints made by parents or pupils are stored in the complaints file in the admin manager's office.
- 3.7. Actual copies of pupil accident and incident information are stored separately in the medical room and held in line with the retention periods outlined in this policy. An additional copy may be placed in the pupil's file in the event of a major accident or incident. Copies of staff accident and incident information are stored in the admin manager's office.
- 3.8. The school will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend.
- 3.9. The only exception to the above is if any records placed on the pupil's file have a shorter retention period and may need to be removed. In such cases, the Executive Headteacher will be responsible for ensuring the safe disposal of these records.
- 3.10. Electronic records relating to a pupil's record will also be transferred to the pupils' next school. [Section 10](#) of this policy outlines how electronic records will be transferred.
- 3.11. The school will not keep any copies of information stored within a pupil's record, unless there is ongoing legal action at the time during which the pupil leaves the school. The responsibility for these records will then transfer to the next school that the pupil attends.
- 3.12. The school will, wherever possible, avoid sending a pupil record by post. Where a pupil record must be sent by post, it will be sent '**signed for**', with an accompanying list of the files included. The school it is sent to is required to sign a copy of the list to indicate that they have received the files and return this to the school.

#### **4. Retention of pupil records and other pupil-related information**

- 4.1. The table below outlines the school's retention periods for individual pupil records and the action that will be taken after the retention period, in line with any requirements.

- 4.2. Electronic copies of any information and files will be destroyed in line with the retention periods below.

For information, the following definitions relate to the disposal of information:

**Standard disposal:** information will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.

**Secure disposal:** information will be cross shredded and electronic information will be scrubbed clean.

Type of file	Retention period	Action taken after retention period ends
<b>Admissions</b>		
All records relating to the school admissions policy	Life of the policy + 3 years	Secure disposal
Records of admissions following successful appeal	Date of admission +1 year	Secure disposal
Records of unsuccessful admission appeals	Resolution of case +1 year	Secure disposal
Overview of appeals	Date of appeal +7 years	Information is reviewed and secure disposal
Proof of address (supplied as part of the admissions process)	The current academic year, plus one year	Secure disposal
Supplementary information submitted, including religious and medical information etc. (where the admission was successful)	Added to the pupil's record	Secure disposal
Supplementary information submitted, including religious and medical information etc. (where the admission was not successful)	Until the appeals process has been completed	Secure disposal
<b>Pupils' educational records</b>		
Pupils' educational records	Whilst the pupil remains at the school	Transferred to the next destination – if this is an independent school, home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period

End of Key Stage and Phonics Check results	Added to the pupil's record	Retained for 7 years in line with statutory retention
Internal examination results	Added to schools tracking system – papers retained for 1 year	Papers passed to next teacher then secure disposal of at end of academic year.
Child protection information held on a pupil's record	Stored in a sealed envelope for the same length of time as the pupil's record	Transferred to the next destination – if this is an independent school, home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period
Child protection records held in a separate file	25 years after the pupil's date of birth	Secure disposal
<b>Attendance</b>		
Attendance registers	Last date of entry on to the register, plus three years	Secure disposal
Letters authorising absence/diary of absence phone calls	Current academic year, plus two years	Secure disposal
<b>SEND</b>		
SEND files, reviews and individual education plans	25 years after the pupil's date of birth (as stated on the pupil's record) and forwarded to new school	Information is reviewed and the file may be kept for longer than necessary if it is required for the school to defend themselves in a 'failure to provide sufficient education' case
Statement of SEN maintained under section 324 of the Education Act 1996 or an EHC plan maintained under section 37 of the Children and Families Act 2014 (and any amendments to the statement or plan)	25 years after the pupil's date of birth (as stated on the pupil's record)	Secure disposal, unless it is subject to a legal hold
Information and advice provided to parents regarding SEND	25 years after the pupil's date of birth (as stated on the pupil's record)	Secure disposal, unless it is subject to a legal hold
Accessibility strategy	25 years after the pupil's date of birth (as stated on the pupil's record)	Secure disposal, unless it is subject to a legal hold
<b>Curriculum management</b>		



SATs results	Recorded on the pupils' educational record and passed to next school.	Secure disposal
SATs papers	Kept until any appeals process is complete.	Secure disposal
Self-evaluation forms	Current academic year	Secure disposal
Pupils' work including Learning Journals	Completed books sent home with pupil. Current books retained for the following academic year.	Secure disposal
Teacher Mark books	Current year +1 year	Secure disposal
<b>Extra-curricular activities</b>		
Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip	Secure disposal
Parental consent forms for school trips where a major incident occurred	25 years after the pupil's date of birth on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Secure disposal
<b>Family liaison officers and home-school liaison assistants</b>		
Reports for outside agencies	Duration of the pupil's time at school	Secure disposal
Referral forms	Whilst the referral is current	Secure disposal
Contact data sheets	Current academic year	Reviewed and destroyed if no longer active
Contact database entries	Current academic year	Reviewed and destroyed if no longer required
Group registers	Current academic year, plus two years	Secure disposal

## 5. Retention of staff records

- 5.1. The table below outlines the school's retention period for staff records and the action that will be taken after the retention period, in line with any requirements.
- 5.2. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
<b>Operational</b>		
Staff members' personal file	Termination of employment, plus six years	Secure disposal
Timesheets	Current academic year, plus six years	Secure disposal
Annual appraisal and assessment records	Current academic year, plus five years	Secure disposal
<b>Recruitment</b>		
Records relating to the appointment of a new Headteacher	Date of appointment, plus six years	Secure disposal
Records relating to the appointment of new members of staff (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Secure disposal
Records relating to the appointment of new members of staff (successful candidates)	Relevant information added to the member of staff's personal file and other information retained for six months. Reference will be kept on staff file.	Secure disposal
DBS certificates	Destroyed once evidenced	Secure disposal
Proof of identify as part of the enhanced DBS check	After identity has been proven and certificate produced – destroyed on termination of appointment	Copy will be placed in the DBS/Keeping Children Safe file
Evidence of right to work in the UK	Added to DBS/Keeping Children Safe file	Secure disposal

### Disciplinary and grievance procedures

Child protection allegations, including where the allegation is unproven	Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer  If allegations are malicious, they are removed from personal files	Reviewed and secure disposal – shredded
Oral warnings	Date of warning, plus six months	Secure disposal – if placed on staff personal file, removed from file
Written warning – level 1	Date of warning, plus six months	Secure disposal – if placed on staff personal file, removed from file
Written warning – level 2	Date of warning, plus 12 months	Secure disposal – if placed on staff personal file, removed from file
Final warning	Date of warning, plus 18 months	Secure disposal – if placed on staff personal file, removed from file
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related and is disposed of as <a href="#">above</a>	Secure disposal

## 6. Retention of senior leadership and management records

- 6.1. The table below outlines the school's retention periods for senior leadership and management records, and the action that will be taken after the retention period, in line with any requirements.

Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
<b>Governing board</b>		
Agendas for governing board meetings	One copy alongside the original set of minutes – all others disposed of without retention	Secure disposal

Original, signed copies of the minutes of governing board meetings	Permanent	If unable to store, these will be provided to the county archives service
Inspection copies of the minutes of governing board meetings	Date of meeting, plus three years	Shredded if they contain any sensitive and personal information
Reports presented to the governing board	Minimum of six years, unless they refer to individual reports – these are kept permanently	Secure disposal or, if they refer to individual reports, retained with the signed, original copy of minutes
Meeting papers relating to the annual parents' meeting	Date of meeting, plus a minimum of six years	Secure disposal
Instruments of government, including articles of association	Permanent	If unable to store, these will be provided to the county archives service
Trusts and endowments managed by the governing board	Permanent	Retained in the school whilst it remains open, then provided to the county archives service when the school closes
Action plans created and administered by the governing board	Duration of the action plan, plus three years	Secure disposal
Policy documents created and administered by the governing board	Duration of the policy, plus three years	Secure disposal
Records relating to complaints dealt with by the governing board	Date of the resolution of the complaint, plus a minimum of six years	Reviewed for further retention in case of contentious disputes, then securely disposed of
Annual reports created under the requirements of The Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002	Date of report, plus 10 years	Secure disposal
Proposals concerning changing the status of the school	Date proposal accepted or declined, plus three years	Secure disposal
<b>Headteacher and senior leadership team (SLT)</b>		
Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of the meeting, plus three years	Reviewed and secure disposal
Reports created by the Headteacher or SLT	Date of the report, plus a minimum of three years	Reviewed and secure disposal

Records created by the Headteacher, deputy Headteachers, phase leaders and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed and secure disposal
Records created by the Headteacher, deputy Headteachers, phase leaders and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Reviewed and secure disposal
Professional development plan	Duration of the plan, plus six years	secure disposal
School development plan	Duration of the plan	secure disposal

## 7. Retention of health and safety records

- 7.1. The table below outlines the school's retention periods for health and safety records, and the action that will be taken after the retention period, in line with any requirements.
- 7.2. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
<b>Health and safety</b>		
Health and safety policy statements	Duration of policy, plus three years	Secure disposal
Health and safety risk assessments	Duration of risk assessment, plus three years	Secure disposal
Records relating to accidents and injuries at work	Date of incident, plus 12 years. In the case of serious accidents, a retention period of 15 years is applied	Secure disposal
Accident reporting – adults	Date of the incident, plus six years	Secure disposal
Accident reporting – pupils	25 years after the pupil's date of birth, on the pupil's record	Secure disposal

Control of substances hazardous to health	Current academic year, plus 40 years	Secure disposal
Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus 40 years	Secure disposal
Information relating to areas where employees and persons are likely to come into contact with radiation	Date of last action, plus 50 years	Secure disposal
Fire precaution log books	Current academic year, plus six years	Secure disposal

## 8. Retention of financial records

- 8.1. The table below outlines the school's retention periods for financial records and the action that will be taken after the retention period, in line with any requirements.
- 8.2. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
<b>Payroll pensions</b>		
Maternity pay records	On personal file, kept for 6 years after termination of employment	Secure disposal
<b>Risk management and insurance</b>		
Employer's liability insurance certificate	Closure of the school, plus 40 years	Secure disposal
<b>Asset management</b>		
Inventories of furniture and equipment	Current academic year, plus six years	Secure disposal
Burglary, theft and vandalism report forms	Current academic year, plus six years	Secure disposal
<b>Accounts and statements including budget management</b>		
Annual accounts	Current academic year, plus six years	Disposed of against common standards
Loans and grants managed by the school	Date of last payment, plus 12 years	Information is reviewed then securely disposed of

All records relating to the creation and management of budgets	Duration of the budget, plus three years	Secure disposal
Invoices, receipts, order books, requisitions and delivery notices	Current financial year, plus six years	Secure disposal
Records relating to the collection and banking of monies	Current financial year, plus six years	Secure disposal
Records relating to the identification and collection of debt	Current financial year, plus six years	Secure disposal
<b>Contract management</b>		
All records relating to the management of contracts under seal	Last payment on the contract, plus 12 years	Secure disposal
All records relating to the management of contracts under signature	Last payment on the contract, plus six years	Secure disposal
All records relating to the monitoring of contracts	Current academic year, plus two years	Secure disposal
<b>School fund</b>		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years	Secure disposal
<b>School meals</b>		
Free school meals registers	Current academic year, plus six years	Secure disposal
School meals registers	Current academic year	Secure disposal
School meals summary sheets	Current academic year	Secure disposal

## 9. Retention of other school records

- 9.1. The table below outlines the school's retention periods for any other records held by the school, and the action that will be taken after the retention period, in line with any requirements.
- 9.2. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
<b>Property management</b>		
Title deeds of properties belonging to the school	Permanent	Transferred to new owners if the building is leased or sold
Plans of property belonging to the school	For as long as the building belongs to the school	Transferred to new owners if the building is leased or sold
Leases of property leased by or to the school	Expiry of lease, plus six years	Secure disposal
Records relating to the letting of school premises	Current financial year, plus six years	Secure disposal
<b>Maintenance</b>		
All records relating to the maintenance of the school carried out by contractors	Current academic year, plus six years	Secure disposal
All records relating to the maintenance of the school carried out by school employees	Current academic year, plus six years	Secure disposal
<b>Operational administration</b>		
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Standard disposal
Newsletters and other items with short operational use	Current academic year plus one year	Standard disposal
Visitors' books and signing-in sheets	Current academic year, plus six years	Reviewed and secure disposal
Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed and secure disposal

## 10. Storing and protecting information

- 10.1. The Leadership team will undertake a risk analysis to identify which records are vital to school management and these records will be stored in the most secure manner.
- 10.2. The school IT providers will conduct a back-up of information on a daily basis to ensure that all data can still be accessed in the event of a security breach, e.g. a virus, and prevent any loss or theft of data.
- 10.3. Where possible, backed-up information will be stored off the school premises, using a central back-up service operated by our IT provider.



- 10.4. Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access.
- 10.5. Confidential paper records are not left unattended or in clear view when held in a location with general access.
- 10.6. Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed-up off-site.
- 10.7. Where data is saved on removable storage or a portable device, the device is kept in a locked and fireproof filing cabinet, drawer or safe when not in use.
- 10.8. Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted.
- 10.9. All electronic devices are password-protected to protect the information on the device in case of theft.
- 10.10. All members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- 10.11. Emails containing sensitive or confidential information are password-protected to ensure that only the recipient is able to access the information. The password will be shared with the recipient in a separate email.
- 10.12. Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- 10.13. Where personal information that could be considered private or confidential is taken off the premises, to fulfil the purpose of the data in line with the GDPR, either in an electronic or paper format, staff take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.
- 10.14. Before sharing data, staff always ensure that:
  - They have consent from data subjects to share it.
  - Adequate security is in place to protect it.
  - The data recipient has been outlined in a privacy notice.
- 10.15. All staff members will implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information. All confidential information will be stored in a securely locked filing cabinet, drawer or safe with restricted access.
- 10.16. Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the school containing sensitive information are supervised at all times.
- 10.17. The physical security of the school's buildings and storage systems, and access to them, is reviewed termly by the site manager in conjunction with the

SLT. If an increased risk in vandalism, burglary or theft is identified, this will be reported to the Headteacher and extra measures to secure data storage will be put in place.

10.18. The school takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.

10.19. The DPO is responsible for continuity and recovery measures are in place to ensure the security of protected data.

10.20. Any damage to or theft of data will be managed in accordance with the school's Security Breach Management Plan.

## **11. Accessing information**

11.1. Keystone Academy Trust is transparent with data subjects, the information we hold and how it can be accessed.

11.2. All members of staff, parents of registered pupils and other users of the school, e.g. visitors and third-party clubs, are entitled to:

- Know what information the school holds and processes about them or their child and why
- Understand how to gain access to it
- Understand how to provide and withdraw consent to information being held.
- Understand what the school is doing to comply with its obligations under the GDPR

11.3. All members of staff, parents of registered pupils and other users of the school and its facilities have the right, under the GDPR, to access certain personal data being held about them or their child.

11.4. The school will adhere to the provisions outlined in the school's GDPR Data Protection Policy when responding to requests seeking access to personal information.

## **12. Digital continuity statement**

12.1. Digital data that is retained for longer than six years will be named as part of a digital continuity statement.

12.2. The Senior Leadership Team will identify any digital data that will need to be named as part of a digital continuity statement.

12.3. The data will be archived to dedicated files on the school's server, which are password-protected – this will be backed-up in accordance with [section 10](#) of this policy.

- 12.4. Only encrypted memory sticks will be used to store digital data, subject to a digital continuity statement.
- 12.5. The IT technician will review new and existing storage methods annually and, where appropriate add them to the digital continuity statement.
- 12.6. The following information will be included within the digital continuity statement:
  - A statement of purpose and requirements for keeping the records
  - The names of the individuals responsible for long term data preservation
  - A description of the information assets to be covered by the digital preservation statement
  - A description of when the record needs to be captured into the approved file formats
  - A description of the appropriate supported file formats for long-term preservation
  - A description of the retention of all software specification information and licence information
  - A description of how access to the information asset register is to be managed in accordance with the GDPR

### **13. Information audit**

- 13.1. The school conducts information audits on an annual basis against all information held by the school to evaluate the information the school is holding, receiving and using, and to ensure that this is correctly managed in accordance with the GDPR. This includes the following information:
  - Paper documents and records
  - Electronic documents and records
  - Databases
  - Sound recordings
  - Video and photographic records
  - Hybrid files, containing both paper and electronic information
- 13.2. The information audit may be completed in a number of ways, including, but not limited to:
  - Interviews with staff members with key responsibilities – to identify information and information flows, etc.
  - Questionnaires to key staff members to identify information and information flows, etc.
  - A mixture of the above
- 13.3. The DPO is responsible for completing the information audit. The information audit will include the following:

- The school's data needs
  - The information needed to meet those needs
  - The format in which data is stored
  - How long data needs to be kept for
  - Vital records status and any protective marking
  - Who is responsible for maintaining the original document
- 13.4. The DPO will consult with staff members involved in the information audit process to ensure that the information is accurate.
- 13.5. Once it has been confirmed that the information is accurate, the DPO will record all details on the school's Information Asset Register.
- 13.6. The information displayed on the Information Asset Register will be shared with the Headteacher to gain their approval.

## **14. Disposal of data**

- 14.1. Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.
- 14.2. Where disposal of information is outlined as secure disposal, this will be cross shredded and electronic information will be scrubbed clean.
- 14.3. Where the disposal action is indicated as reviewed before it is disposed, the SLT will review the information against its administrative value – if the information should be kept for administrative value, the SLT will keep a record of this.
- 14.4. If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.
- 14.5. Where information has been kept for administrative purposes, the SLT will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every three subsequent years.
- 14.6. Where information must be kept permanently, this information is exempt from the normal review procedures

## **15. Monitoring and review**

- 15.1. This policy will be reviewed on an annual basis by the DPO in conjunction with the Headteacher – the next scheduled review date for this policy is January 2022.
- 15.2. Any changes made to this policy will be communicated to all members of staff and the governing board.