

Leodis  
Academies  
Trust



# **RECORDS RETENTION POLICY**

**Adopted by the Trustees of  
Leodis Academies Trust  
July 2019**



This policy applies to all members of Leodis Academies Trust (**Trust**). For the purposes of this policy, the term ‘staff’ means all members of staff within Leodis Academies Trust including permanent, fixed term and temporary staff. It also refers to governors, any third-party representatives, agency workers and volunteers. All those who use or have access to the Trusts information must understand and adopt this policy and are responsible for ensuring the security of the information they use.

Leodis Academies Trust is required to keep and process certain information about its staff members and students in accordance with its legal obligations under the EU’s General Data Protection Regulation (**GDPR**).

The Trust may, from time to time, be required to share personal information about its staff or students with other organisations; mainly Local Authorities, other schools and educational bodies, other schools within the Leodis Academies Trust (including agencies via Leodis Support Service), police, health professionals and agencies including the NHS and potentially children’s services.

This policy is in place to ensure all staff and governors are aware of their responsibilities and outlines how the Trust complies with the following core principles of the GDPR.

Organisational methods for keeping data secure are essential, and Leodis Academies Trust believes it is good practice to keep clear practical policies, backed up by written procedures.

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

Leodis Academies Trust is the Data Controller (**Controller**) and will determine the purposes for which, and the manner in which, any personal data are, or are to be, processed. The Trustees will have overall responsibility for compliance with the GDPR.

The Trustees have delegated responsibility to the Principal in each Academy for ensuring compliance with the GDPR and this policy within the day-to-day activities of their Academy.

## **Distribution**

East Ardsley Primary Academy  
Hill Top Primary Academy  
Westerton Primary Academy  
Woodkirk Academy  
Blackgates Primary Academy

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## 1. INTRODUCTION

- 1.1. The main aim of this policy is to enable the Trust to manage our records effectively and in compliance with data protection and other regulation. As an organisation we collect, hold, store and create significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and documents.
- 1.2. The Trust is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 1.3. The tables below sets out the main categories of information that we hold, the length of time that we intend to hold them, and the reason for this.
- 1.4. Section 3 of this policy sets out the destruction procedure for documents at the end of their retention period. The Principal in each Academy shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this policy should be referred to them.
- 1.5. If a document or piece of information is reaching the end of its stated retention period, but you are of the view that it should be kept longer, please refer to the Principal of your Academy, who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

## 2. DOCUMENT RETENTION PERIOD

This table is recommended. It covers the main categories of documents with a legal or commercial requirement to keep them for a set period, relevant to charities generally. Appendix 1 allows us to create a table in accordance with our specific needs. As long as we can justify the length of time, we can choose how long to keep records, and we can amend this policy at any time. However, we should never deliberately delete or destroy anything in order to avoid disclosure in response to a Subject Access Request.

### 2.1 COMPANY RECORDS

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
Company Articles of Association, Rules / bylaws	Companies Act 2006 Charities Act 2011	Permanent
Academy funding agreement and any supplemental agreements	Charities Act 2011	Permanent
Trustee / director minutes of meetings and written resolutions	Companies Act 2006 Charities Act 2011	Recommended at least 10 years
Members' meetings etc. Minutes / resolutions	Companies Act 2006 Charities Act 2011	Recommended at least 10 years
Documents of clear historical / archival significance	Data Protection regulation	Permanent if relevant data protection regulation provisions are met. Legal advice should be obtained.
Contracts e.g. with suppliers or grant makers	Limitation Act 1980	Length of contract term plus 6 years
Contracts executed as deeds	Limitation Act 1980	Length of contract term plus 12 years
IP records and legal files re provision of service	Limitation Act 1980	Recommended: Life of service provision or IP plus 6 years

## 2.2 TAX AND FINANCE

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
Annual accounts and review (including transferred records on amalgamation)	Companies Act 2006 Charities Act 2011	Minimum 6 years Recommended: permanent record
Tax and accounting records	Finance Act 1998 Taxes Management Act 1970	6 years from end of relevant tax year
Information relevant for VAT purposes	Finance Act 1998 and HMRC Notice 700/21	Minimum 6 years from end of relevant period
Banking records / receipts book/sales ledger	Companies Act 2006 Charities Act 2011	6 years from transaction

## 2.3 EMPLOYEE/ADMINISTRATION

(See generally ICO Employment Practices Code)

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
Payroll / Employee / Income Tax and NI records: P45; P6; P11D; P60, etc.	Taxes Management Act 1970 / IT (PAYE) Regulations	6 years from end of current year
Maternity pay	Statutory Maternity Pay Regulations	3 years after the end of the tax year
Sick pay	Statutory Sick Pay (General) Regulations	3 years after the end of the tax year
National Minimum wage records	National Minimum Wage Act	3 years after the end of the tax year
Foreign national ID documents	Immigration (Restrictions on Employment) Order 2007 Independent School Standards Regulations	Minimum 2 years from end of employment
HR files and training records	Limitation Act 1970 and Data Protection regulation	Maximum 6 years from end of employment
Records re working time	Working Time Regulations 1998 as amended	2 years
Job applications (CVs and related materials re unsuccessful applicants)	ICO Employment Practices Code (Recruitment & Selection) Disability Discrimination Act 1995 & Race Relations Act 1976	Recommended: 6-12 months from your notification of outcome of application
Pre-employment / volunteer vetting	ICO Employment Practice Code Independent School Standards Regulations	6 months
Disclosure & Barring Service checks	Single Central Record Requirements under <ul style="list-style-type: none"> <li>for maintained schools: Regulations 12(7) and 24(7) and Schedule 2 to the School Staffing (England) Regulations 2009 and the School Staffing (England) (Amendment) Regulations 2013 (applied to pupil referral units through the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007);</li> <li>for independent schools, (including academies and free schools and alternative provision academies and free schools): Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014;</li> </ul>	Record only satisfactory / unsatisfactory result and delete other information. If copy is kept, not to be retained beyond 6 months See further DfE statutory Guidance "Working Together to safeguard children" <a href="https://www.gov.uk/government/publications/working-together-to-safeguard-children--2">https://www.gov.uk/government/publications/working-together-to-safeguard-children--2</a>

	<ul style="list-style-type: none"> <li>• for colleges: Regulations 20-25 and the Schedule to the Further Education (Providers of Education) (England) Regulations 2006;46 and</li> <li>• for non-maintained special schools: Regulation 3 and paragraph 7 of Part 1 and paragraph 18 of Part 2 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015.</li> </ul>	
Volunteer records		Undertake assessment to decide on retention period taking account of risk (e.g. safeguarding re work with children)

## 2.4 INSURANCE

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
Employer's Liability Insurance	Employers' Liability (Compulsory Insurance Regulation) 1998	40 years
Policies	Commercial	3 years after lapse
Claims correspondence	Commercial	3 years after settlement

## 2.5 HEALTH & SAFETY / MEDICAL

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
General records	Limitation Act 1970	Minimum 3 years
Records re work with hazardous substances	Control of Hazardous Substances to Health Regulations 2002	Up to 40 years. Recommend: Permanent
Accident books / records and reports	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995	3 years after last entry or end of investigation
Medical Scheme documentation	Commercial	Permanent unless personal data is included

## 2.6 PREMISES/PROPERTY

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
Original title deeds		Permanent / to disposal of property
Leases	Limitation Act 1980	12 years after lease has expired
Building records, plans, consents and certification and warranties etc	Limitations Act 1980	6 years after disposal or permanent if of historical / archival interest. Carry out review re: longer retention, e.g. if possible actions against contractors

## 2.7 PENSION RECORDS

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
Records about employees and workers	For all categories see:	
Records re the Scheme		

Records re active members and opt in / opt out	Detailed Guidance for Employers: (April 2019) <a href="https://www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/pdf/detailed-guidance-3c.ashx">https://www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/pdf/detailed-guidance-3c.ashx</a>	
Trust Deed / Rules and HMRC approvals		
Trustees' Minutes and annual accounts		
Policies including investment policies		

## 2.8 PUPILS

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
<b>Educational Record</b>	Pupil information Regulations 2005 (maintained schools only) Same approach applied in academy context. Data Protection regulation	25 years from date of birth if this is the final school of the child but the pupil file should follow the pupil so it is likely to be difficult to justify the need for retention once the file has been passed to the pupil's new school
<b>Child Protection information (on child's file)</b>	"Keeping children safe in education Statutory guidance for schools and colleges September 2016"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children February 2017"	RETAIN UNTIL FURTHER RECOMMENDATIONS  Subject to moratorium on destruction due to historic child abuse enquiry. See <a href="https://www.iicsa.org.uk/document/guidance-note-retention-instructions-and-data-protection-requirements">https://www.iicsa.org.uk/document/guidance-note-retention-instructions-and-data-protection-requirements</a>
<b>Child Protection Information in other files</b>	"Keeping children safe in education Statutory guidance for schools and colleges September 2016"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children February 2017"	RETAIN UNTIL FURTHER RECOMMENDATIONS Subject to moratorium on destruction due to historic child abuse enquiry. See <a href="https://www.iicsa.org.uk/document/guidance-note-retention-instructions-and-data-protection-requirements">https://www.iicsa.org.uk/document/guidance-note-retention-instructions-and-data-protection-requirements</a>
<b>Special Educational Needs</b>	Limitation Act 1980	Usually 25 years from date of birth of the pupil. If kept longer show good justification.
<b>Education Health and Care Plans</b>	Special Educational Needs and Disability Regulations 2014 Children and families Act 2014, part 3	25 years from date of birth of the pupil
<b>Statements of Special Educational Needs (now historic)</b>	Originally under Special Educational Needs and Disability Regulations 2001	25 years from date of birth of pupil unless passed to new school (usually on the pupil's file)
<b>Attendance registers</b>	Pupil Registration Regulations 2006 Regulation 14	3 years from when the register entry was made if made in paper registers For computerised registers retain until 3 years after the end of the school year during which the



		entry was made. This applies to every back up copy. The difference in retention periods as between manual and computerised registers has probably come about in error but this is what the Regulations say.
<b>Other items e.g. curriculum related, photographs, video recordings</b>	Case by case basis	Look at why you are processing this and how long you need it for. Make sure you have a good justification for keeping it as long as you do. Set out the items and the justification.

## 2.9 PARENTS

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
<b>Parents</b>	Pupil Registration Regulations 2006 For basic name and contact details.  Otherwise usually operational in accordance with the statutory functions of the school	Usually, for the duration that the parent has a pupil at the school. Otherwise subject to case by case justification.

## 2.10 OTHER SCHOOL RELATED INFORMATION

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
<b>OTHER SCHOOL RELATED INFORMATION</b>	various	Please consult the IRMS toolkit for schools which is here: <a href="http://irms.org.uk/page/SchoolsToolkit">http://irms.org.uk/page/SchoolsToolkit</a>

## 3. DELETION OF DOCUMENTS

3.1. When a document is at the end of its retention period, it should be dealt with in accordance with this policy.

### **Confidential waste**

3.2. This should be shredded and made available for collection in the confidential waste bins.

3.3. Anything that contains personal information should be treated as confidential.

3.4. Where deleting electronically, please refer to The DPO to ensure that this is carried out effectively.

### **Other documentation**

3.5. Other documentation can be deleted or placed in recycling bins where appropriate.

### **Individual responsibility**

3.6. Much of the retention and deletion of documents will be automatic, but when faced with a decision about an individual document, you should ask yourself the following:

3.6.1. Has the information come to the end of its useful life?

3.6.2. Is there a legal requirement to keep this information or document for a set period?

- 3.6.3. Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry?
  - 3.6.4. Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)
  - 3.6.5. Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?
  - 3.6.6. Is the document of historic or statistical significance?
- 3.7. If the decision is made to keep the document, this should be referred to the DPO and reasons given.