



The Praxis Trust

Records Retention Policy

INTRODUCTION

Under Data Protection law Personal Data should not be kept longer than is necessary, what this means is no longer than for the purpose to which the data was originally collected.

The law states:

'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.'

Acronyms and Definitions

DP	Data Protection
GDPR	General Data Protection Regulations
ICO	Information Commissioners Office
IRMS	Information and Records Management Society
Data Subject	Data Subject is the specific individual to which the personal data relates to.
Personal Data	Information which indirectly or directly identifies an identifiable natural person. For example the information maybe a name, address, identification number, location data, online identifier. It may include factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of an individual.

Retention Schedule

The Information and Records Management Society (IRMS) maintains a Schools Toolkit which has a Retention Schedule outlining records relating specifically to schools. This can be found on the internet on the IRMS website as per the link below:

<http://irms.org.uk/page/SchoolsToolkit>

Process/Checklist

In order to enable retention to be managed suitably there should be processes in place which allow an organisation to know exactly what is held and to enable reviews to be conducted to ensure records are kept for the correct amount of time. These processes should ideally be documented within a Records Management Policy.

Information Commissioners Office (ICO)

The ICO can take enforcement action against those organisations that may ignore the rules of Data Protection law. Fines may be considered where it is shown an organisation fails to

comply with the law. Fines can be up to 10 million or 2% of the total worldwide annual turnover of an organisation.

Review

This policy will be reviewed by the Trust bi-annually or sooner if warranted by internal or external events or changes.