



Policy Information Sheet

Name of Policy:	Data Retention Policy
Delegated Authority	<input type="checkbox"/> Trust Board <input checked="" type="checkbox"/> Nominated Committee - Audit and Risk <input type="checkbox"/> CEO <input checked="" type="checkbox"/> CFO <input type="checkbox"/> Other
Policy review cycle	<input type="checkbox"/> Annual <input checked="" type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> 5 years <input type="checkbox"/> Other – In line with Durham HR updates
Statutory policy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Published online	<input type="checkbox"/> Statutory <input type="checkbox"/> Trust recommended <input checked="" type="checkbox"/> No

Document Control			
Created by (author)		W.Pattison	
Date created		1 st March 2024	
Approved by		Trust Board	
Date approved		July 2024	
Recorded in minutes			
Document History			
Version	Author	Revisions	Final approval date
2	CFO	Updated to TB responsibility annually	July 2025
3	CFO	Moved to 5 yearly policy	July 2026



Data Retention Policy

1. Introduction

This policy outlines how **Make It Different** stores, retains, and securely disposes of **all school data**, including pupil, staff, and operational records, in compliance with:

- **UK GDPR & Data Protection Act 2018**
- **The Education (Pupil Information) (England) Regulations 2005**
- **Keeping Children Safe in Education (KCSIE) 2024**
- **Limitation Act 1980**
- **Health & Safety at Work Act 1974**
- **Academy Trust Handbook**

2. Scope

This policy applies to all data held by the school, including:

- Pupil records (including SEND and safeguarding information)
- Staff employment records
- Governance documents
- Financial records
- Health & safety records
- CCTV footage
- Admissions records
- Examination and assessment data
- Procurement and contract records
- Asset and inventory records

- Complaints and disciplinary records
- Invoices, payments, and financial transactions
- Budget and financial planning records
- Tax and VAT records

3. Retention Periods for School Data

Record Type	Retention Period	Reason/Legislation
Pupil Records (General)	Date of birth + 25 years	Limitation Act 1980
SEND Records (EHCPs, IEPs, etc.)	Until the pupil is 25 years old	SEND Code of Practice 2015
Safeguarding Records	Date of birth + 75 years	KCSIE 2024
Exclusion Records	Date of birth + 25 years	Potential legal disputes
Staff Employment Records	Termination date + 6 years	Employment law
Payroll and Pensions	Termination date + 12 years	Financial compliance
Recruitment Records (unsuccessful candidates)	6 months after recruitment process	UK GDPR
Health & Safety Reports	Date of report + 40 years	Health & Safety at Work Act 1974
Accident/Incident Reports	Date of incident + 25 years	Health & Safety at Work Act 1974
Governance Documents (Board minutes, policies, etc.)	Date of creation + 6 years	Best practice
CCTV Footage	30 days (unless part of an investigation)	Data Protection Act 2018
Admissions Records	Date of entry + 6 years	Best practice

Examination & Assessment Data	Current year + 6 years	Education Act 1996
Procurement & Contract Records	End of contract + 6 years	Financial compliance
Asset & Inventory Records	End of asset lifecycle + 6 years	Financial best practice
Complaints & Disciplinary Records	Closure of case + 6 years	Legal compliance
Invoices, Payments & Financial Transactions	Current financial year + 6 years	Academies Financial Handbook
Budget & Financial Planning Records	Current financial year + 6 years	Financial best practice
Tax & VAT Records	Current financial year + 6 years	HMRC regulations

4. Secure Storage & Access

- All records are stored **securely**, either in **locked cabinets** (paper records) or **password-protected, encrypted digital systems**.
- Access is restricted to **authorised personnel only** based on job role.
- Audit logs track access to sensitive information.

5. Secure Transfer of Data

- Pupil records are transferred to new schools securely via **S2S (School to School) system** or **encrypted email**.
- Staff records are transferred securely between HR and payroll providers.
- A **receipt of transfer** is requested where applicable.

6. Disposal of Records

- **Paper records** are shredded using a **cross-cut shredder** or disposed of via a **confidential waste service**.

- **Digital records** are permanently deleted using **secure erasure software**.
- A **Data Disposal Log** is maintained for audit purposes.

7. Data Subject Rights & Compliance

- Data subjects (pupils, parents, and staff) have the right to **request access** to their records.
- Data breaches are reported and handled in line with **UK GDPR** requirements.
- Compliance is regularly reviewed through **internal audits**.

8. Policy Review

This policy is reviewed **5 yearly** by the **Data Protection Lead** and **Chief Financial Officer** to ensure compliance with current regulations.

Signed:

Wendy Pattison - CFO

Lorna McLean – CEO

Northumberland County Council – Data Protection Officer

Responsible Body:

Audit and Risk Committee

Review Date: July 2026 and 5 yearly thereafter unless legislation changes