



PYRAMID
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

Data Protection Policy

Edition 5: 24/10/2024

Document Control		
Edition	Issued	Changes from previous
1	01/04/2020	None – new policy Approved by the Board of Trustees.
2	01/04/2021	Update of legislation to UK GDPR PIAs amended to DPIAs Para 5 Additional sentence - Consent can be withdrawn by the individual at any time Approved by the Board of Trustees.
3	14/07/2022	Invalid ICO link removed. Disciplinary proceeding document retention dates removed. Approved by the Board of Trustees
4	29/11/2023	New policy. Approved by the Board of Trustees
5	24/10/2024	Updated policy to include retention periods Approved by the Resource and Finance Committee

Review Cycle: Annually

Internal Review Date: October 2025

Review by Trust Board October 2026

1. Introduction

The UK General Data Protection Regulations (UK GDPR), included in the Data Protection Act 2018, is the law that protects personal privacy and upholds individuals' rights. It applies to any organisation who handles or has access to people's personal data.

This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK GDPR. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

The Trust and its constituent schools are required to process relevant personal data regarding staff, pupils, their parents and carers.

The Trust and schools must manage and process personal data properly, protect the individual's right to privacy and provide an individual with access to all personal data held on them where legally required to do so.

The Trust and schools will make available privacy notices which inform data subjects why their personal information is needed, how it will be used and with whom it will be shared.

2. The Principles

The Trust and schools shall, so far as is reasonably practicable, comply with the six Data Protection Principles contained in UK GDPR to ensure all data is:

Processed lawfully, fairly and in a transparent manner;

- Collected for specified, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 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;
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures.

3. Personal Data

Personal information is any information that relates to a living individual who can be identified from the information, including information such as an online identifier, such as an IP address. This includes both automated personal data and manual filing systems, as well as chronologically ordered data and pseudonymised data.

In the context of this document and the Trust and schools' requirement to process "personal data" as part of its duty of care and to educate its pupils, "personal data" may include:

- Pupil records including name and address, date of birth, emergency contacts
- School admission and attendance registers
- Pupil's curricular records
- Reports to parents on the achievements of their children
- Records in connection with pupils entered for prescribed public examinations
- Pupil disciplinary records
- Personal information for teaching purposes
- Staff records, including payroll records
- References

In addition, the Trust and schools may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities, Government Agencies and other bodies.

Personal data such as racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data, data concerning health or data concerning a person's sexual orientation is classed as special categories of personal data, and the processing of this data is more strictly controlled.

4. Processing Personal Data and Consent

The Trust and schools will only process personal data where one of the following applies:

the data subject has given consent;

- processing is necessary for the fulfilment of a contract in which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or another natural person;
- processing is necessary so that the Trust and schools, as public authorities, can carry out a task in the public interest;
- processing is necessary for the purpose of the legitimate interests of the school or a third party.

In general, a school processes pupil data so that it can carry out its duties as a public authority, and staff data is processed to fulfil the contract of employment we have with the member of staff. We will explain in our privacy notices the lawful basis for processing data, or ask for consent where one of the other bases does not apply.

For special categories of data, explicit consent to process the data will be required unless the processing is necessary for one of the special purposes listed in Article 9 of the UK GDPR.

5. Consent

Where processing is based on consent, the consent given will be a positive indication, rather than inferred. Requests for consent will be in an intelligible and easily accessible form, using clear and plain language. In England, the general view is that children over 12 can consent to processing (unless it is an ISS). Consent can be withdrawn by the individual at any time.

6. Photography and video recordings

A Trust school may take photographs or video footage of pupils within the school. These may be used internally on school noticeboards or in classrooms, or may appear externally in publications such as the prospectus, or on the school website or Facebook page. External agencies such as the school photographer may take photos, or photos may be made available to local newspapers. When photos are used externally, they will not be accompanied with any other personal information about the child. The school will obtain consent from parents (or the individuals if over 16) to use these images, and will explain how the photos will be used. Parents can refuse to give consent, or withdraw it at any time.

7. CCTV

We use CCTV cameras around the schools to keep it safe. Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose. We provide notices to make it clear that individuals are being recorded, and footage is destroyed after six months, unless it involves a safeguarding issue, in which case it is retained for longer.

8. Data Protection Controller and Data Protection Officer

The Trust has a legal responsibility to comply with the UK GDPR. The Trust, as a corporate body, is named as the Data Controller under the Regulations.

Data Controllers are people or organisations who determine the purposes and means of the processing of personal data. The Trust is required to 'notify' the Information Commissioner that they are processing personal data.

A Data Protection Officer (DPO) will be appointed to inform and advise the schools and its employees about their obligations to comply with the UK GDPR and other data protection laws, and to monitor the schools' compliance with these laws. The DPO will have professional experience and knowledge of data protection law, will report to the highest level of management at the Trust and will operate independently. Sufficient resources will be provided to the DPO to enable them to meet their UK GDPR obligations.

9. Rights of Access

Individuals have a right of access to information held by the Trust or any of its schools. Any individual wishing to access their personal data should submit a Subject Access Request (SAR). SARs can legally be made in any format, and to any member of staff. For information on how to contact the Data Protection Officer please visit the Trust website https://pyramidschoolstrust.org/contact_us/contact_us.html

Requests will be responded to within a one calendar month, unless there are numerous or complex requests, in which case the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary within one month of the receipt of the request. The Trust will verify the identity of the person making the request before any information is supplied.

Where a request is manifestly unfounded or excessive, the Trust retains the right to refuse to respond to the request. The individual will be informed of the decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.

A copy of the information will be supplied to the individual free of charge, however the Trust may charge a reasonable fee for providing further copies of the same information, or where a request is manifestly unfounded, excessive or repetitive. All fees will be based on the administrative cost of providing the information.

10. Other rights of the individual

In addition to the rights to make a Subject Access Request, individuals also have the following rights:

- right to rectification of personal data held by the Trust
- right to erasure of personal data held by the Trust where there is no compelling reason for its continued processing
- right to restrict processing of their personal data by the Trust
- right to data portability, ie to request that their personal data is transferred to a third party in a structured, commonly used and machine-readable form
- right to object to the processing of personal data on the basis of legitimate interests or the performance of a task in the public interest, for the purposes of direct marketing or for purposes of scientific or historical research
- right to be notified of a data breach in certain circumstances

Any requests to exercise these rights can legally be made in any format, and to any member of staff

11. Data protection by design and default

The Trust will adopt a privacy by design approach, and implement technical and organisational measures which demonstrate how the Trust has considered and integrated data protection principles into all processing activities.

Data Protection Impact Assessments (DPIAs) will be used where the processing of data is likely to result in a high risk to the rights and freedoms of individuals, and when new technologies are introduced. The DPIA will include a description of the process and its purpose, an assessment of the necessity and proportionality of the processing in relation to the purpose, an outline of the risks to individuals and the measures implemented to address the risk.

The Trust will provide comprehensive, clear and transparent policies and privacy notices, and only process data that is necessary for each specific processing purpose.

12. Data Security

The Trust schools will determine and maintain an appropriate level of security and back up for their premises, equipment, network, programs, data and documentation, and will ensure that access to them is restricted to appropriate staff. In particular:

- Paper-based records are kept in locked filing cabinets or cupboards, with restricted access
- Confidential paper records will not be left unattended or in clear view anywhere with general access
- Where files need to be taken off site, these must be signed in and out of the school office
- Digital data is coded, encrypted or password-protected
- Where data is saved on removable storage or a portable device, the device is kept in a locked cabinet, drawer or safe when not in use
- Only memory sticks registered with the Trust will be used to hold personal data. These will be password-protected and fully encrypted
- All electronic devices are password-protected to protect the information in case of theft
- Staff, Governors, Trustees and Members who use personal devices are expected to follow the same security procedures as for school owned equipment inline with the NCSC Cyber Security Training for School Staff
- Where data is transferred to another data processor (eg payroll provider), the Trust has obtained confirmation that they are storing and processing the data in accordance with UK GDPR

13. Data Breaches

The Trust will take all reasonable steps to ensure that there are no data breaches, but if one does occur, the following steps will be taken:

- On finding a potential data breach, the relevant party must inform the school immediately
- The school will consider, in collaboration with the DPO whether a breach has occurred, ie has data been lost, stolen, destroyed, altered, disclosed when it should not have been, or made available to unauthorised people
- The DPO will assess the risk of the breach having a detrimental effect on the individual or causing them damage, and decide whether the breach must be reported to the ICO.
- If reporting is considered necessary, this will be done within 72 hours of the breach, and will document the nature of the breach, with categories and numbers of individuals and/or records concerned, an explanation of the likely consequences, and a description of the measures taken to mitigate any adverse effects
- If the risk to individuals is high, then the DPO will also notify all individuals concerned, with the same information as above.

14. Disposal of records

Data will not be kept for longer than is necessary – retention periods are detailed in Appendix A. Unrequired data will be deleted as soon as practicable. Paper documents will be shredded and electronic files overwritten or deleted. We may also use a third party to dispose of records on our behalf, and will obtain guarantees for them that they comply with UK GDPR.

Appendix A – Retention of Documents

This schedule lists the principal documents held relating to pupils and staff, but is not an exhaustive list. For retention periods for other documents, please refer to the Information

Following the guidelines set out in the Retention Guidelines for Schools (RGS) below will also ensure you are compliant with the Data Protection Act 1998 and the Freedom of Information Act 2000.

If you plan to retain or destroy documents for shorter or longer periods than stated below, you must retain documented reasons for doing so.

1. Records relating to Child Protection					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
1.1	Child protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	Date of birth + 25 years	Secure disposal
1.2	Allegation of child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Secure disposal

2. Records relating to Governors					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
2.1	Minutes				
2.1a	Principal set (signed)	No		Permanent	Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere.
2.1b	Inspection copies	No		Date of meeting + 3 years	Secure disposal
2.2	Agendas	No		Date of meeting	Secure disposal
2.3	Reports	No		Date of report + 6 years	Retain in school for 6 years from report date. Can consider archiving/storing anything important.
2.4	Annual parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from meeting date. Can consider archiving/storing anything important.
2.5	Instruments of Government	No		Permanent	Retain in school whilst school open. Can then be archived/stored elsewhere.
2.6	Trusts and Endowments	No		Permanent	Retain in school whilst operationally required. Can then be archived/stored elsewhere.
2.7	Action plans	No		Date of action plan + 3 years	Secure disposal
2.8	Policy documents	No		Expiry of policy	Retain in school whilst policy operational (this includes if the

					expired policy is part of a past decision making process).
2.9	Complaints files	Yes		Date of resolution of complaint + 6 years	Review for further retention in the case of contentious disputes. Secure disposal.
2.10	Annual reports required by Dept of Education	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI2002 No1171	Date of report + 10 years	Secure disposal
2.11	Proposals for schools to become or be established as Specialist Status schools	No		Current year + 3 years	Secure disposal

3. Records relating to School Management					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
3.1	Log books	Yes		Date of last entry in book + 6 years	Secure disposal
3.2	Minutes of the senior management team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in school for 5 years from meeting date. Can consider archiving/storing anything important.
3.3	Reports made by the head teacher or management team	Yes		Date of report + 3 years	Retain in school for 3 years from report date. Can consider archiving/storing anything important.
3.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	Secure disposal
3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No / Yes		Date of correspondence + 3 years	Secure disposal
3.6	Professional development plans	Yes		Closure + 6 years	Secure disposal
3.7	School development plans	No		Closure + 6 years	Review for further retention. Secure disposal.
3.8	Admissions - if the admission is successful	Yes		Admission + 1 year	Secure disposal
3.9	Admissions - if the appeal is unsuccessful	Yes		Resolution of case + 1 year	Secure disposal
3.10	Admissions - secondary schools - casual	Yes		Current year + 1 year	Secure disposal
3.11	Proof of address supplied by parents as part of the admissions process	Yes		As the corresponding admission record	Secure disposal

3.12	Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process	Yes		As the corresponding admission record	Secure disposal
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4. Records relating to Pupils					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
4.1	Admission registers	Yes		Entry + 7 years	Retain in school for 7 years from entry. Can consider archiving these records if have the facility.
4.2	Attendance registers	Yes		Date of register + 3 years	Secure disposal
4.3	Pupil files retained in schools	Yes			
4.3a	Primary	Yes		Retain for time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
4.3b	Secondary	Yes	Limitation Act 1980	Date of birth + 25 years	Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal
4.4	Pupil files	Yes			
4.4a	Primary	Yes		Retain for time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
4.4b	Secondary	Yes	Limitation Act 1980	Date of birth + 25 years	Transfer to another secondary school if

					required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal
4.5	Special Educational Needs files, reviews and individual education plans	Yes		Date of birth + 25 years	Secure disposal
4.6	Correspondence relating to authorised absence and issues	Yes		Date of absence + 2 years	Secure disposal
4.7	Examination results				
4.7a	Public	No		Year of examination + 6 years	Secure disposal
4.7b	Internal examination results	Yes		Current year + 5 years	Secure disposal
4.8	Any other records created in the course of contact with pupils	Yes / No		Current year + 3 years	Review at the end of 3 years and retain with pupil file if necessary. Secure disposal
4.9	Statement maintained under the Education Act 1996 Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	Date of birth + 30 years	Secure disposal unless legal action is pending
4.10	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	Date of birth + 30 years	Secure disposal unless legal action is pending
4.11	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	Secure disposal unless legal action is pending
4.12	Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	Secure disposal unless legal action is pending

5. Records relating to Curriculum					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
5.1	School development plan	No		Current year + 6 years	Secure disposal
5.2	Curriculum returns	No		Current year + 3 years	Secure disposal
5.3	Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
5.4	Timetable	No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
5.5	Class record books	Yes / No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
5.6	Mark books	Yes / No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
5.7	Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention

					period. Secure disposal.
5.8	Pupils' work	Yes		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
5.9	Examination results	Yes		Current year + 6 years	Secure disposal
5.10	SATs records, examination papers and results	Yes		Current year + 6 years	Secure disposal
5.11	PAN reports	Yes		Current year + 6 years	Secure disposal
5.12	Value added and contextual data	Yes		Current year + 6 years	Secure disposal
5.13	Self evaluation forms	Yes		Current year + 6 years	Secure disposal

6. Records relating to Personnel Records					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Secure disposal
6.2	Staff personnel files	Yes		Termination + 25 years	Secure disposal
6.3	Interview notes and recruitment records	Yes		Date of interview notes + 6 months if unsuccessful. If successful place in personnel file.	Secure disposal
6.4	Pre-employment vetting information (including CRB checks)	Yes	CRB guidelines	Date of check + 6 months	Secure disposal
6.5	Disciplinary proceedings	Yes	Where the warning relates to child protection issues see 1.2		
6.5a	Oral warning	Yes		Date of warning + 6 months	Secure disposal
6.5b	Written warning - level one	Yes		Date of warning + 6 months	Secure disposal
6.5c	Written warning - level one	Yes		Date of warning + 12 months	Secure disposal
6.5d	Final warning	Yes		Date of warning + 18 months	Secure disposal
6.5e	Case not found	Yes		If child protection see 1.2, otherwise destroy immediately	Secure disposal
6.6	Records relating to accident/injury at work	Yes		Date of incident + 12 years	In case of serious accidents a further retention period will need to be applied. Secure disposal
6.7	Annual appraisal and assessment records	Yes		Current year + 5 years	Secure disposal

6.8	Salary cards	Yes		Last date of employment + 85 years	Secure disposal
6.9	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI 1999/567)	Current year + 3 years	Secure disposal
6.10	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	Secure disposal
6.11	Proofs of identity collected as part of the process for checking "portable" enhanced CRB disclosure	Yes		Where possible these should be checked and a note/copy of what was checked placed on personnel file. If felt necessary to keep any documentation this should also be placed in personnel file.	Secure disposal of notes/copies and return of originals.

7. Records relating to Health and Safety					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
7.1	Accessibility plans	Yes	Disability Discrimination Act	Current year + 6 years	Secure disposal
7.2	Accident reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		Secure disposal
7.2a	Adults	Yes		Date of incident + 7 years	Secure disposal
7.2b	Children	Yes		Date of birth of child + 7 years	Secure disposal
7.3	COSHH			Current year + 10 years	Where appropriate an additional retention period may be allocated. Secure disposal
7.4	Incident reports	Yes		Current year + 20 years	Secure disposal
7.5	Policy statements			Date of expiry + 1 year	Secure disposal
7.6	Risk assessments			Current year + 3 years	Secure disposal
7.7	Process of monitoring areas where employees and persons are likely to have come in contact with asbestos			Last action + 40 years	Secure disposal
7.8	Process of monitoring areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	Secure disposal
7.9	Fire precautions log book			Current year + 6 years	Secure disposal

8. Administrative records					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
8.1	Employer's liability certificate			Closure of school + 40 years	Secure disposal
8.2	Inventories of equipment and furniture			Current year + 6 years	Secure disposal
8.3	General file series			Current year + 5 years	Review to see if further retention period required. Secure disposal
8.4	School brochure or prospectus			Current year + 3 years	Disposal
8.5	Circulars (staff, parents, pupils)			Current year + 1 year	Review to see if further retention period required. Secure disposal
8.6	Newsletters			Current year + 1 year	Review to see if further retention period required. Secure disposal
8.7	Visitors book			Current year + 2 year	Review to see if further retention period required. Secure disposal
8.8	PTA / Old Pupils Associations			Current year + 6 years	Review to see if further retention period required. Secure disposal

9. Records relating to Finance					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
9.1	Annual accounts		Financial Regulations	Current year + 6 years	Secure disposal
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Secure disposal
9.3	Contracts				
9.3a	Under seal			Contract completion date + 12 years	Secure disposal
9.3b	Under signature			Contract completion date + 6 years	Secure disposal
9.3c	Monitoring records			Current year + 2 years	Secure disposal
9.4	Copy orders			Current year + 2 years	Secure disposal
9.5	Budget reports, budget monitoring etc.			Current year + 3 years	Secure disposal
9.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	Secure disposal
9.7	Annual budget and background papers			Current year + 6 years	Secure disposal
9.8	Order books and requisitions			Current year + 6 years	Secure disposal
9.9	Delivery documentation			Current year + 6 years	Secure disposal
9.10	Debtors' records		Limitations Act	Current year + 6 years	Secure disposal
9.11	School fund - Cheque books			Current year + 3 years	Secure disposal
9.12	School fund - Paying in books			Current year + 6 years	Secure disposal
9.13	School fund - Ledger			Current year + 6 years	Secure disposal
9.14	School fund - Invoices			Current year + 6 years	Secure disposal
9.15	School fund - Receipts			Current year + 6 years	Secure disposal

9.16	School fund - Bank statements			Current year + 6 years	Secure disposal
9.17	School fund - School journey books			Current year + 6 years	Secure disposal
9.18	Student grant applications	Yes		Current year + 3 years	Secure disposal
9.19	Free school meals registers	Yes		Current year + 6 years	Secure disposal
9.20	Petty cash books			Current year + 6 years	Secure disposal

10. Records relating to Property					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
10.1	Title deeds			Permanent	These should follow the property
10.2	Plans			Permanent	Retain in school whilst operational. Can then be archived/stored elsewhere.
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	Secure disposal
10.4	Leases			Expiry of lease + 6 years	Secure disposal
10.5	Lettings			Current year + 3 years	Secure disposal
10.6	Burglary, theft and vandalism report forms			Current year + 6 years	Secure disposal
10.7	Maintenance log books			Last entry + 10 years	Secure disposal
10.8	Contractors' reports			Current year + 6 years	Secure disposal

11. Records relating to Local Authorities					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
11.1	Secondary transfer sheets (primary)	Yes		Current year + 2 years	Secure disposal
11.2	Attendance returns	Yes		Current year + 1 year	Secure disposal
11.3	Circulars from LEA	Yes		Whilst required operationally	Review to see if further retention period required. Disposal

12. Records relating to the Department of Education					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
12.1	HMI reports			These do not need to be kept any longer	Secure disposal
12.2	OFSTED reports and papers			Replace former report with new inspection report	Review to see if further retention period required. Secure disposal
12.3	Returns			Current year + 6 years	Secure disposal
12.4	Circulars from Department of Education			Whilst required operationally	Review to see if further retention period required. Disposal

13. Records relating to School Meals					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
13.1	Dinner register			Current year + 3 years	Secure disposal
13.2	School meals summary sheets			Current year + 3 years	Secure disposal

14. Records relating to Pastoral Support					
	Basic File Description	Data Prot Issue?	Statutory Provisions	Retention Period	Action at End of Admin Life of Record
14.1	Day books	Yes		Current year + 2 years	Review to see if further retention period required. Secure disposal
14.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the school	Secure disposal
14.3	Referral forms	Yes		While the referral is current	Secure disposal
14.4	Contact data sheets	Yes		Current year then review	If contact is no longer active secure disposal
14.5	Contact database entries	Yes		Current year then review	If contact is no longer active secure delete
14.6	Group registers	Yes		Current year + 2 years	Secure disposal