

Keeping School Records - Retention Policy

School records and archives

Records are a vital part of the daily life of any school. St Mary's is required by law to keep certain records, many of which must be kept for several years. A small proportion of our records will also be kept permanently as archives because of the unique evidence that they contain about our school, its staff, pupils and the wider community.

Requirements

The General Data Protection Regulation (GDPR) sets out the data protection principles by which organisations should manage their records. Article 5 (e) states that 'personal data shall be 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' unless kept for 'archiving purposes'.

The Freedom of Information Act 2000 requires public authorities, including maintained schools, to have a records retention and disposal policy, so that information is accessible for as long as it needs to be.

The Independent Inquiry into Child Sexual Abuse (IICSA) was established in March 2015. In July 2015, the IICSA Chair issue a stop on the destruction of files with content relating 'directly or indirectly to the sexual abuse of children or to child protection and care.'

Retention Periods

Many records created by schools must be kept for specific lengths of time (retention periods). Retention periods vary according to the type/purpose of a record and begin at defined points ('trigger points') e.g. closure of file; date of birth of a pupil. The retention schedule is available from the School Office.