

# Data Retention Policy for RGS Group of Schools

**ISI Code:** Data Retention Policy

Policy Author: Roisin Gibbs, Privacy Officer

John Moore, Privacy Officer

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Next Review Due: August 2025

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Next Review by Governing Body Due: June 2023

# Introduction

In relation to the General Data Protection Regulations, Reigate Grammar School Group is required to have a clear Retention of Records Policy. Reference to this Policy is included in the schools Privacy Notice. This Policy is available via the Groups websites and on request to the school.

This Policy has been created from the template prepared by Farrer & Co LLP on behalf of the Independent Schools Bursars Association (ISBA).

Legal considerations in respect of retention of records and documents which have been considered whilst preparing this guidance include:

- disclosure requirements for potential future litigation;
- contractual obligations;
- the law of confidentiality and privacy;
- GDPR.

Type of Record/Document	Retention Period
School-Specific Records	
Registration documents of School	Permanent (or until closure of the school)
Attendance Register	6 years from last date of entry, then archive.
Minutes of Governors' meetings	Minimum - 10 Years
Annual curriculum	From end of year: 3 years (or 1 year for other class records: e.g. marks/timetables/assignments)
Individual Pupil Records	
Admissions: application forms, assessments, records of decisions	25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision).
Examination results (external or internal)	7 years from pupil leaving school
<ul> <li>Pupil file including:</li> <li>Pupil reports</li> <li>Pupil Performance records</li> <li>Pupil medical records</li> </ul>	ALL: 25 years from date of birth (subject to where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil).
Special educational needs records (to be risk assessed individually)	Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)
Safeguarding	
Policies and procedures	Keep a permanent record of historic policies
DBS disclosure certificates (if held)	No longer than 6 months from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept, if not the certificate itself
Accident/Incident reporting	Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available. If a referral has been made/social care have been involved or child has been subject of a multi-agency plan – indefinitely
Child Protection files	If low level concerns, with no multi-agency act – apply applicable school low-level concerns policy rationale (this may be 25 years from date of birth OR indefinitely).

Certificates of Incorporation Minimums, Notes and Resolutions of Boards or Management Meetings Shareholder resolutions Register of Members/Shareholders Annual reports Minimum – 10 years Permanent (minimum 10 years for exmembers/shareholders) Annual reports Minimum – 6 years  Accounting Records Minimum – 6 years for UK charties (and public companies) from the end of the financial year in which the transaction took place Internationally: can be up to 20 years depending on local legal/accountancy requirements Minimum – 6 years  Minimum – 6 years  Minimum – 6 years for UK charties (and public companies) from the end of the financial year in which the transaction took place Internationally: can be up to 20 years depending on local legal/accountancy requirements Minimum – 6 years Minimum – 6 years Minimum – 6 years Minimum – 7 years from completion of contractual obligations or term of agreement, whichever is the later Minimum – 13 years from completion of contractual obligation or term of agreement.  Intellectual Property Records Assignments of intellectual property to or from the school IP/IT agreements (including software licences and ancillary agreements e.g., maintenance; storage; development; coexistence agreements; consents)  Employee/Personnel Records Single Central Record of employees Contracts of employment Tipployee/Personnel Records Staff personnel file As above, but do not delete any information which may be relevant to historic safeguarding claims. Minimum – 6 years Possibly permanent, depending on nature of scheme Minimum – 6 years Minimum – 7 years from completion of contractual obligation concerned or term of agreement  Minimum – 7 years from completion of contractual obligation concerned or term of agreement  Fermanent (in the case of any right which can be permanently extended, e.g. trademarks); otherwise expiry of right plus minimum of 7 years.  As above in relation to contracts (7 years) or, where applicable, deeds (13 years). Minimum – 7 years from completion of contractual obligation concerned	Corporate Records (Where Applicable)	
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• Immigration records Minimum – 4 years	Immigration records	Minimum – 4 years
Health records relating to employees     7 years from end of contract of employment  Continued over	Health records relating to employees	, , ,

Continued over

## **Insurance Records**

 Insurance policies (will vary whether private, public or professional indemnity)

Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living

person could make a claim.

Correspondence related to claims/renewals/

notification re: insurance

Minimum - 7 years

### Environmental, Health & Data

Maintenance logs
 10 years from date of last entry

Accidents to children
 25 years from birth (longer for safeguarding)

Accident at work records (staff)
 Minimum – 4 years from date of accident, but review

case-by-case where possible

• Staff use of hazardous substances Minimum – 7 years from end of date of use

Risk assessments (carried out in respect of above) 7 Years from completion of relevant project, incident,

event or activity

Data protection records documenting processing

No limit as long as up-to-date and relevant (as long as no

personal data held)

### **Foundation Records**

activity, data breaches

Foundation records are kept permanently, however, appropriate cleansing of data takes place regularly