

## **Bourne Education Trust Data & Document Retention & Disposal Policy**

### **Introduction and context**

Any reference to Bourne Education Trust, BET or the Trust within this policy also incorporates all its constituent schools.

In line with the General Data Protection Regulation and Data Protection Act 2018, all organisations are required to ensure that personal data is only retained for an appropriate amount of time, and is thereafter stored or destroyed securely. It is also good business practice to have a clear and consistent policy for the retention and destruction of all data collected within school, whether personal data or not.

The retention policy lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of whether they are paper or electronic copies or the media in which they are stored.

The Bourne Education Trust (BET) has agreed to adopt the retention schedule for school documentation that is set out in the Information Records Management Society Toolkit for Schools. This can be found at <https://irms.org.uk/page/SchoolsToolkit> In addition, there are some documents, particularly in relation to Human Resources, which are not adequately articulated within the toolkit and should be retained in line with the schedule below.

### **What to do with records once they have reached the end of their administrative life?**

#### **Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal.

#### **Transfer of records to the Archives**

Where there is a requirement to retain documents, or where records have been identified as being worthy of permanent preservation because of their historical or archival significance, arrangements should be made to transfer the records to the archives for secure storage.

#### **Retention schedule**

The categories of guidance and information from the code of practice published by the Data Protection Commissioner are listed below. These should be read in conjunction with section 2.2 of the IRMS Toolkit.

Basic File Description	Data Protection Issue? Y/N	Retention Period	Action at the end of the record's administrative life
Application Form (Unsuccessful candidates)	Y	6 months unless candidate opts for immediate destruction after shortlisting or interview.	Secure Disposal
Application Form (Successful candidates)	Y	Termination of employment + 6 years	Secure Disposal
References Received (Unsuccessful candidates)	Y	As soon as practicable after the conclusion of the recruitment process.	Secure Disposal
References Received (Successful candidates)	Y	For the duration of employment plus one year	Secure Disposal
Payroll and Tax Information	Y	7 years	Secure Disposal
Sickness Records	Y	7 years	Secure Disposal
Annual Leave Records	Y	2 years	Secure Disposal
Unpaid Leave/Special Leave Records	Y	7 years	Secure Disposal
Annual Appraisal/Assessment Records	Y	Current year + 5 years (as per 2.2.3 of IRMS Toolkit)	Secure Disposal
Records Relating to Transfer, Training or Promotion	Y	Termination of employment + 1 year	Secure Disposal
References Given	Y	1 year	Secure Disposal
Summary of Record of Service (e.g. name, position held, dates of employment)	Y	Termination of employment + 6 years	Secure Disposal
Records Relating to Accident or Injury at Work	Y	Date of Incident + 12 years (as per 2.4.3 of IRMS Toolkit)	Secure Disposal

#### Queries Relating to the Retention, Storage and Disposal of Data

Queries should, in the first instance, be addressed to the Bourne Education Trust Data Protection Officers via [dpo@bourne.education](mailto:dpo@bourne.education).

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