



DOCUMENT AND ELECTRONIC DATA RETENTION POLICY

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1 Introduction

This Retention (“Policy”) applies to Holmwood School

This Policy covers all records and documentation, whether analogue or digital and are subject to the retention requirements of this Policy.

For the purpose of this Policy, the terms ‘document’ and ‘records’ include information in both hard copy and electronic form and have the same meaning hereby referred to as Documents or Documentation.

In certain circumstances it will be necessary to retain specific records in order to fulfil statutory or regulatory requirements and to meet operational needs. Any retention of specific records should be retained under the retention period specified in Retention of Records Schedule 1 and Retention of Digital Records Schedule 2.

Data Protection Legislation means the Data Protection Act 2018 which incorporates the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the General Data Protection Regulation which is the governing legislation that regulates data protection across the EEA. This includes any replacement legislation coming into effect from time to time.

Throughout this document we refer to the General Data Protection Regulation (GPDR) as the governing legislation that regulates data protection regulation across the EEA.

2 Scope

Holmwood School is bound by various obligations with regard to the Documentation and electronic data it retains. These obligations include the period of retention for Documentation and when and how this Documentation is disposed.

Article 5 of GDPR provides “personal data must 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”. The purpose of this Policy is to ensure that necessary records, documents and electronic data of Holmwood School are adequately protected, archived and disposed of at the correct retention period, and to provide all staff with clear instructions regarding the appropriate retention and disposal of Documentation.

This Policy will also aid paper records and electronic data storage issues identified throughout the business and to eliminate the need to retain paper and electronic records unnecessarily.

Holmwood School will ensure that information is not kept longer than is necessary and will retain the minimum amount of information that it is required to hold to meet its statutory functions and the provision of its services.

3 Legal obligation

General Data Protection Regulation (GDPR)

Data Protection Act 2018 (DPA)

Freedom of Information Act 2000 (FOI)

Limitation Act 1980

Companies Act 2006

The Waste Electric and Electronic Equipment Regulations 2013

4 Retention Procedure

All decisions relating to the retention and disposal of Documents should be taken in accordance with this Policy in particular:

Schedule 1 – Retention of Records Schedule - Provides the required retention periods, including the statutory minimum retention period for specific Documents.

Schedule 2 – Retention of Digital Records – Provides the required retention periods for all digital Documents.

In circumstances where a retention period of a specific document has expired, a review should always be carried out prior to a decision being made to dispose of the record.

5 Retention of Encrypted Data

Any information retained under this Policy that is in an encrypted format, consideration must be taken for the secure storage of any encryption keys. Encryption keys must be retained as long as the data that the keys decrypt is retained.

6 Retention of Digital Data

Any digital data including media and e mail files are retained on the network. The backup of electronic data is stored on the network for six months after the child has left Holmwood School.

The process for accessing stored electronic data stored on the network and only Holmwood staff members can access the data.

All portable / removeable storage media are destroyed within six months of the child leaving Holmwood School.

All cryptographic keys, which are required for storage are retained for six months after the child has left Holmwood School.

7 Archiving and Retention of Documentation

Archiving is defined as the process by which inactive data, in any format is securely stored for long periods of time in accordance with a retention schedule.

Holmwood School archives paper records onsite.

All documentation should be retained for six months on site in a secure location, at the end of the six-month period all documentation will be shredded

There may be exceptions where documentation will need to be retained for longer periods at site, in these instances the Headteacher will be responsible for ensuring that the documentation is held in a safe and secure location.

8 Archiving Process

The method of archiving selected for a particular Document will vary between departments and services. Any questions regarding archiving should be raised in the first instance with the office manager.

In all cases identify the documents that need to be retained in accordance with the Retention of records Schedule (attached at Schedule 1). Remove all duplicates and any unnecessary papers. Obtain the agreed Standard Archiving Box, clearly label the box and ensure it is correctly sealed.

9 Disposal of Records

Any record containing confidential information must either be disposed of in a confidential waste bin or shredded using a cross-cut shredder.

Disposal of documents that do not contain confidential information may be disposed of in the normal way or recycled.

Records of disposal should be maintained by each department and should detail as a minimum the document disposed of, the date of disposal and the disposal authority.

10 Disposal of Electrical Hardware

IT equipment and devices that have the ability and capability to store personal data include:

- PC's
- Laptops
- Multi-Functional Devices – printers / scanners
- Servers
- USB Memory Sticks and external hard drives.

IT equipment disposal must be managed by One IT

All computer equipment, recycling or refurbishing must be disposed of in accordance with the Waste Electric and Electronic Equipment Regulations 2013.

11 Document Owner

Holmwood School's Headteacher is the owner of this document and is responsible for ensuring that this Policy is reviewed in line with the review requirements of GDPR.

SCHEDULE 1

RETENTION OF RECORDS SCHEDULE

RECORD TYPE	RETENTION PERIOD	RETENTION JUSTIFICATION
Balance Sheets	6 + 1 years	Companies Act 2013
Supplier Contracts	6 + 1 years	Limitation Act 1980
Staff attendance records	Indefinitely	Health & Safety Act 1974

SCHEDULE 2

RETENTION OF DIGITAL RECORDS SCHEDULE

RECORD TYPE	RETENTION PERIOD	RETENTION JUSTIFICATION	OPERATING SYSTEM	APPLICATION / HARDWARE REQUIREMENT	DISPOSAL METHOD
Email	2 years	To satisfy customer complaints	Microsoft Outlook	Office PC	Deletion from account.