# Connaught School for Girls Records Retention Schedule

**Introduction**

This retention schedule describes the time periods for which records should be retained by the School in order to comply with operational and legal requirements, including data protection legislation. The retention periods given in this document are taken largely from the guidelines from the Information and Record Management Society.  Please note that the default action to be taken at the end of the retention period is the secure destruction or deletion of the record. Exceptions to this are where the retention period is described as "permanent" (ie the record will never be destroyed), or where "refer to archives" is mandated.

All records created and held by the School, both in paper and electronic form, and including data held in databases are subject to retention policies. Where a record contains person identifying information the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Education Data Protection Officer Service.

Entries marked with an * indicate a record that is likely contain person identifying information, this may not be exhaustive. Unstructured information systems Email must not be used for storing School records, as all emails will be deleted after a specified period. Emails that constitute a record which needs to retained, including those containing person identifying information, must be stored in an appropriate filing system relevant to their confidentiality or criticality. Shared drives or other unstructured information storage solutions (including cloud based storage) used to store any School record should be managed in accordance with this schedule, however where those records contain person identifying information the retention periods must be followed.

**Structured systems storing person identifying information**

All structured information management systems that store records containing person identifying information must be managed in accordance with this schedule. These systems must have a deletion or archival capability and where appropriate be able to identify a skeleton record (a subset of the original information) for continued retention.  Records should be destroyed at the expiry of the retention period, along with any back-up copies or those stored on alternative media (e.g. microfilm).  This will ensure compliance with the Data Protection and Freedom of Information Acts. However, where there is the possibility of litigation, the records and information likely to be affected should not be amended or destroyed until the threat of litigation has been removed.

When records identified for disposal are destroyed, a register of such records needs to be kept.  For further advice contact your directorate representative or the Corporate Legal team. Enough details should be retained to identify exactly which records have been destroyed. It is not sufficient to document that a quantity of records has been destroyed on a certain date.

Where your service holds information identified in the RRS but the Schedule identifies them as stored elsewhere, you have the following options:

- Amend the RRS (see above) if you consider your service should be recorded as retaining this information.
- Check that the service identified as holding the information has a copy and, if so, you are free to destroy your copy.  If they don't have a copy, please forward the records to them.
- If necessary, seek advice from your Directorate Representative.

## What not to keep – Routine Records

Routine records do not need to be kept, unless they have some evidential value, e.g. a receipt.   The following are examples of such records which are not covered by the RRS:

- Working papers which lead to a final report.
- Compliments slips,
- catalogues and trade journals,
- telephone message slips,
- Trivial email messages, appointment details, etc.
- notes unrelated to Council business,
- requests for stock,
- Out-of-date distribution lists.

**Disclaimer**

This Schedule is intended for internal use only.   Although staff may use it to assist external partners and customers, they should be advised that its accuracy cannot be guaranteed and no liability may arise from reliance upon this schedule.   As stated above, the Schedule is a living document that is under regular review and amendment.

| Record Types / Process Content | Functions / Activities | Retention Period | Retention Policy | Retention Period Starts | Lawful Basis for Processing Personal Data |
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| Email | School Electronic mail communication | Termination of employment | Archive | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |
| Website | Platform for displaying school curriculum and courses and access to internal school learning activities. | Termination of employment | SECURE DISPOSAL | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |
| Google Drive | File hosting service part of google Online services | Termination of employment, student leaving the school | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Parent/Carer details | Parent/Carer contact | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Student Files/ electronic in Safeguard program | Files charting individual pupil progress | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Staff Personnel Files | frequently accessed day-to-day for information by the employer | Termination of employment + 6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |
| Single Central Record | key element of Safer Recruitment and safeguarding in schools | Termination of employment | Archive | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |
| Finance Records | Financial information | Current year + 6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Payroll Data | payroll information by the employer | Current year + 6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |

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| Strictly Payroll Portal | outsourced payroll and pensions, human resources, facilities, property, technology and finance services | Current year + 6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |
| SEN Records | related guidance "Safeguarding Children in Education", September2004 | Student's 25th birthday | Archive  then  SECURE DISPOSAL | End of school term | The processing is necessary for exercising a statutory or other public function |
| Looked After Children Records | Records of Looked After Children SENCO management information system | Student's 25th birthday | Archive then  SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Safeguarding Records | Child protection and safeguarding records. | Student's 25th birthday | Archive then  SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Student Assessment details/Reports | Reports and assessments charting individual pupil progress | Student's 25th birthday | Archive then | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Healthcare plans | Plans to support pupils with medical needs | Student's 25th birthday | Archive then  SECURE DISPOSAL | End of school term | The processing is necessary for exercising a statutory or other public function |
| Occupational Health Referrals (Medigold) | employee health screenings records portal | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary in relation to a contract which the individual has entered into |
| Accident Forms | Record of individual accident details | Student's 25th birthday, date of incident + 6 years | Archive then  SECURE DISPOSAL | Term after departure from school | The processing is necessary because of a legal obligation that applies to you |
| EVOLE | Educational visits online system | Life of risk assessment + 3 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Parentpay | online messaging system direct communication with parents | On student leaving the school | Archive then  SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |

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| Safeguarding software | child protection and safeguarding recording and monitoring software | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| LGFL/Atomowide | London Grid for Learning ICT support | Termination of employment, student leaving the school | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| SIMs (including parent app and Sims activities) | school management information system | Termination of employment + 6 years, Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| FMS | Financial Management Systems | Current year + 6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Google Classroom VLE | Virtual Learning Environment to manage student-teacher digital workflow | Termination of employment, student leaving the school | Archive then SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Medical Tracker | online First Aid Management application for schools | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Visitors book | Log of school visitors | Current year + 6 years | Archive then SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Biometric data system | Cashless payment system for Meals | Termination of employment + 6 years, Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| CCTV | Visual recording system | 28 days | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Eclipse/Micro Librarian System | Learning platform and online learning resource | Termination of employment, student leaving the school | Archive then SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Accelerated Reader | Interactive literacy resource | Current year + 1 year | Archive then SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other |

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| Student seating plans | school seating plan creation software | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| School IP | School staff improvement and self-evaluation software | Termination of employment + 6 years | Archive then SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| ICT/ Hall Booking Database | Booking Database Control system | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Duty Log | Staff log recording | Current year +1 | Footage deleted | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Central Afterschool Late Detentions Database | Database of detention statistics | Current year +6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Mymaths | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Duke of Edinburgh Award | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Clickview | Educational video library | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Hegarty Maths | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Vocab expresss | online vocab learning application | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Google Admin Console | Remote access administrator function | Termination of employment, student | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other |

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| | | leaving the school | | | public function |
| Impero Management Console | classroom management software solution | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Microsoft Active Directory Management Console | Microsoft Active Directory | Termination of employment, student leaving the school | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| GCSEPod | Interactive literacy resource - app | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Doddle learning | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Kerboodle | Interactive literacy resource homework and tests | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| School first aid support | First Aid Management support for schools | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Mathswatch | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Heggarty maths | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| FFT Aspire | Interactive literacy resource | Current year + 1 year | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| School Photographers | School photograph company | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |
| Exam Boards | Professional examination boards | Current year + 6 years | SECURE DISPOSAL | Term after departure from school | The processing is necessary because of a legal obligation |

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| LBWF Careers Service | Waltham Forest Council's Social Services | Student's 25th birthday | SECURE DISPOSAL | Term after departure from school | The processing is necessary for exercising a statutory or other public function |