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Schedule creates a consistent, uniformed approach across the Trust to data retention.

12. There is little use in having a Retention Schedule if no steps are taken to review these data sets, and to destroy those that have reached or surpassed the stated retention date. Our Policy is that we will carry out a review of records annually. We have determined this review period based on our available resources and taking into account privacy risks to individuals. The Trust may however undertake more frequent reviews where there is justification for doing so.
  
13. Accordingly, on an annual basis, we will require the Trust, and each school, to review the records that it holds against the Retention Schedule. The person responsible for leading on this will be the Data Protection Lead (DPL) for each school and the Trust. However, the review should be undertaken collaboratively, and the responsibility for review shared. In this regard, the DP





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1.1.1	Appointment of Trustees, Governors and Directors	Yes		Life of appointment + 6 years	SECURE DISPOSAL







1.3.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	
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2.1.1	All records leading up to the appointment of a new Head Teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All	



2.3.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded <sup>5</sup>	Yes	" Keeping children safe in education Statutory guidance for schools and colleges March 2015"; " Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	SECURE DISPOSAL
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accident/injury at work

In the case of serious accidents, a further retention period will need

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3.1.1	Admissions – if the admission is successful	Yes	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Date of admission + 1 year	





		members of staff			
3.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then REVIEW	SECURE DISPOSAL
3.2.4	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then REVIEW	SECURE DISPOSAL
3.2.5	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities				







	Education Plans				minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time in order to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period – this should be documented
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5.1.1	Examination results (schools copy)	Yes		Current year + 6 years	SECURE DISPOSAL
5.1.2	SATs records Results	Yes		The SATs results should be recorded on the pupil's educational	



6.2.1	
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I, [insert name] [insert position] can confirm as follows:

- (a) I have read and understood the Records Management Policy
- (b) I can confirm that the [insert name of school or Trust] has completed a review of the records held in accordance with the Records Management Policy and the Retention Schedule at Appendix A.
- (c) I can confirm that records that have met their date for destruction have been destroyed and a record of the same has been made in the Record of Destruction at Appendix B.