

DATA RETENTION POLICY



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DOCUMENT OWNER AND APPROVAL

The Director of Compliance is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the Trust/School's policy review schedule.

A current version of this document is available to all members of staff on The Beckmead Trust or School website

DATA RETENTION POLICY STATEMENT

The School has a responsibility to maintain its records and record keeping systems. When doing this, the School will take account of the following factors:

- The most efficient and effective way of storing records and information;
- The confidential nature of the records and information stored;

- The security of the record systems used;
- Privacy and disclosure; and
- Accessibility of records and record keeping systems.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the Trust/School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the Trust/School from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. The School may also vary any parts of this procedure, including any time limits, as appropriate in any case.

DATA PROTECTION

This policy sets out how long employment-related and pupil data will normally be held by the Trust/School and when that information will be confidentially destroyed in compliance with the terms of the UK General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000.

Data will be stored and processed to allow for the efficient operation of the School. The School's Data Protection Policy outlines its duties and obligations under the UK GDPR.

RETENTION SCHEDULE (ARCHIVE 1)

Information (hard copy and electronic) will be retained for at least the period specified in the attached retention schedule. When managing records, the Trust/School will adhere to the standard retention times listed within that schedule.

The retention schedule refers to all records regardless of the media (e.g., paper, electronic, microfilm, photographic etc) in/on which they are stored. Local record storage will be regularly monitored by the Head Teacher. The Director of Compliance will review the process and compliance within individual schools.

Archive 1 is a summary of various documents and their retention period

DESTRUCTION OF RECORDS

The Freedom of Information Act 2000 requires schools to maintain a list of records that have been destroyed and who authorised their destruction.

The schedule is a relatively lengthy document listing the many types of records used by the Trust/School and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

Where records have been identified for destruction, they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information or sensitive policy information should be shredded before disposal where possible. All other paper records should be disposed of by an appropriate confidential waste paper merchant. All electronic information will be deleted.

The Trust/ School maintains a database of records (**Appendix 2**) which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list the following: -

- File reference (or other unique identifier);
- File title/description;
- Number of files;
- Name of the authorising officer;
- Date destroyed or deleted from system; and
- Person(s)/ Company who undertook destruction. If records are destroyed by a 3rd party destruction notes and reference numbers will be saved electronically

RETENTION OF SAFEGUARDING RECORDS

Any allegations made that are found to be malicious must not be part of the personnel records.

For any other allegations made, the Trust/School must keep a comprehensive summary of the allegation made, details of how the investigation was looked into and resolved and any decisions reached. This should be kept on the personnel files of the accused.

Any allegations made of sexual abuse should be preserved by the School for the term of an inquiry by the Independent Inquiry into Child Sexual Abuse. All other records (for example, the personnel file of the accused) should be retained until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. In 2022 the Independent Inquiry into Child Sexual Abuse (IICSA) concluded and published their final report, leaving a recommendation that all records relating to child sexual abuse should be retained for a period of 75 years.

The ICO has not currently produced guidance or frameworks regarding retention as recommended by the inquiry. Until this has been produced, records will still be retained for a prolonged period as recommended initially by IISCA in order to fulfill potential legal duties that a school may have in relation to the inquiry or any further guidance.

ARCHIVING

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. A database of the records sent to the archives is maintained by local school administrators (**Appendix 3**). Within the Central Trust each Director will be responsible for updating the Central Trust destruction log. In schools the Headteacher will have overall responsibility for the Destruction and Archive Log but may delegate this responsibility to another member of staff. This appropriate staff member, when archiving documents should record in this list the following information: -

- File reference (or other unique identifier);
- File title/description;
- Number of files; and
- Name of the authorising officer.

TRANSFERRING INFORMATION TO OTHER MEDIA

Where lengthy retention periods have been allocated to records, the school may wish to consider converting paper records to other media such as digital media or virtual storage centres (such as cloud storage). The lifespan of the media and the ability to migrate data where necessary should always be considered. Please liaise with the central IT team should you wish to discuss this further.

TRANSFERRING INFORMATION TO ANOTHER SCHOOL

Primary Aged Pupils

We retain the pupil's educational record whilst the child remains at the School. Once a pupil leaves the School, the file should be sent to their next school. The responsibility for retention then shifts onto the next school. We retain the file for a year following transfer in case any issues arise as a result of the transfer.

We may delay destruction for a further period where there are special factors such as potential litigation. See section relating to record keeping for pupils with SEND.

Secondary Aged Pupils

If we are a pupil's final school of compulsory education, we will retain the pupil record for the full retention period as specified in this policy. However, if a pupil transfers to another school before completion of their compulsory education the file should be sent to their next school and a record of this transfer maintained. The responsibility for retention then shifts onto the next school. We retain the file for a year following transfer in case any issues arise as a result of the transfer.

We may delay destruction for a further period where there are special factors such as potential litigation. See section relating to record keeping for pupils with SEND

Data Retention and Record Keeping for SEND Pupils

Record-keeping is a statutory requirement and essential for providing a comprehensive history of students with special educational needs and disabilities (SEND). School records relating to SEND pupils should be kept for 25 years (from their date of birth).

RESPONSIBILITY AND MONITORING

The Head Teacher has primary and day-to-day responsibility for implementing this policy. The Director of Compliance, alongside the Data Protection Officer in conjunction with the School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The Director of Compliance, supported by the Data Protection Officer will consider the suitability and adequacy of this policy and report improvements directly to management.

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

EMAILS

Emails accounts are not a case management tool in itself. Generally, emails may need to fall under different retention periods (for example, an email regarding a health and safety report will be subject to a different time frame to an email which forms part of a pupil record). It is important to note that the retention period will depend on the content of the email and it is important that staff file those emails in the relevant areas to avoid the data becoming lost.

PUPIL RECORDS

All schools with the exception of independent schools, are under a duty to maintain a pupil record for each pupil. If a child changes schools, the responsibility for maintaining the pupil record moves to the next school. We retain the file for a year following transfer in case any issues arise as a result of the transfer. See section on record retention for pupils with SEND.

What should happen to records belonging to an academy or trust that is closing?

Please follow the link below for updated guidance for record keeping if an academy or trust is closing.

<https://www.gov.uk/government/publications/record-keeping-and-retention-information-for-academies/record-keeping-and-retention-information-for-academies-and-academy-trust>

RETENTION SCHEDULE

FILE DESCRIPTION	RETENTION PERIOD <i>To be read in conjunction with Retention Notes</i>	Action at end of Administrative Life of Record
<u>Employment Records</u>		
Job applications and interview records of unsuccessful candidates	6 months after notifying unsuccessful candidate Unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained	Shred/ Confidential Waste
Job applications and interview records of successful candidates	6 years after employment ceases Added to staff personnel file and retained in line with that record	Shred/ Confidential Waste
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases Retained in line with that record 6 years after employment ceases.	Shred/ Confidential Waste
Right to work documentation including	2 years after employment ceases	Shred/ Confidential Waste

identification documents and immigration checks	Kept separately from personnel file and retained for 2 years after employment ceases . Employer's guide to right to work checks: 21 June 2024	
DBS checks and disclosures of criminal records forms	6 months maximum DBS certificates should be destroyed as soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months	Shred/ Confidential Waste
Change of personal details notifications	6 months after notification No longer than 6 months after receiving this notification	
Emergency contact details	On termination of contract	Shred/ Confidential Waste
Personnel records	During employment and 6 years after employment ceases	Shred / Confidential Waste

	While employment continues and up to 6 years after employment ceases (Limitation Act 1980)	
Annual leave records	6 years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year	Shred / Confidential Waste
Consents for the processing of personal and sensitive data	As long as data being process and up to 6 years afterwards	Shred/ Confidential Waste
Working Time Regulations: • Opt out forms • Records of compliance with WTR	• 2 years from the date on which they were entered into • 2 years after the relevant period	Shred/ Confidential Waste
Disciplinary records	6 years after employment ceases (Limitation Act 1980)	Shred/Confidential Waste

Grievance records	6 years after employment ceases (Limitation Act 1980)	Shred
Training	6 years after employment ceases (Limitation Act 1980) or length of time required by the professional body	Confidential Waste
Staff training where it relates to safeguarding or other child related training	Date of the training plus 40 years (This retention period reflects that the IICSA may wish to see training records as part of an investigation)	Confidential Waste
Annual appraisal/assessment records	3 years plus current year	Shred/Confidential Waste
Professional Development Plans	Life of the plan or plan superseded + 6 years	Shred/ Confidential Waste
Allegations of a child protection nature against a member of staff including where the allegation is unfounded	10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. Malicious allegations should be removed.	Shred/ Confidential Waste
<u>Financial and Payroll Records</u>		
Pension records	12 years	Shred/ Confidential Waste

Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place	Shred/ Confidential Waste
Payroll and wage records	6 years after end of tax year they relate to (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Maternity/Adoption/Paternity Leave records	3 years after end of tax year they relate to (Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567))	Shred/ Confidential Waste
Statutory Sick Pay	3 years after the end of the tax year they relate to (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Current bank details	Until updated plus 3 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Bonus Sheets	Current year plus 3 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Time sheets/clock cards/flexitime	Current year plus 3 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste

Pupil Premium Fund records	Date pupil leaves the provision plus 6 years	Shred/ Confidential Waste
National Insurance (schedule of payments)	Current year plus 6 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Insurance	Current year plus 6 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Overtime	Current year plus 3 years (Taxes Management Act 1970; Income and Corporation Taxes 1988)	Shred/ Confidential Waste
Annual accounts	Current year plus 6 years	Shred/ Confidential Waste
Loans and grants managed by the School	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000	Shred/ Confidential Waste
All records relating to the creation and management of budgets	Life of the budget plus 3 years	Shred/ Confidential Waste

Invoices, receipts, order books and requisitions, delivery notices	Current financial year plus 6 years	Shred/ Confidential Waste
Student Grant applications	Current year plus 3 years	Shred/ Confidential Waste
Pupil Premium Fund records	Date pupil leaves the provision or school plus 6 years	Shred/ Confidential Waste
School fund documentation (including but not limited to invoices, cheque books, receipts, bank statements etc).	Current year plus 6 years	Shred/ Confidential Waste
Free school meals registers (where the register is used as a basis for funding)	Current year plus 6 years	Shred/ Confidential Waste

School meal registers and summary sheets	Current year plus 3 years	Shred/ Confidential Waste
<u>Agreements and Administration Paperwork</u>		
Collective workforce agreements and past agreements that could affect present employees	Permanently	Shred/ Confidential Waste
Trade union agreements	10 years after ceasing to be effective	Shred/ Confidential Waste
Strategic Plan or School Development Plans	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained	Shred/ Confidential Waste
Visitor Signing-in Records	6 years	Shred/ Confidential Waste

Newsletters and circulars to staff, parents and pupils	1 year (and the School may decide to archive one copy)	Shred/ Confidential Waste
Minutes of Senior Management Team meetings	Date of the meeting plus 3 years or as required	Shred/ Confidential Waste
Reports created by the Head Teacher or the Senior Management Team.	Date of the report plus a minimum of 3 years or as required	Shred/ Confidential Waste
Records relating to the creation and publication of the school prospectus	Current academic year plus 3 years	Shred/ Confidential Waste
Health and Safety Records		Shred/ Confidential Waste
Health and Safety consultations	Permanently	Shred/ Confidential Waste

Health and Safety Risk Assessments	Life of the risk assessment plus 3 years	Shred/ Confidential Waste
Health and Safety Policy Statements	Life of policy plus 3 years	Shred/ Confidential Waste
Any records relating to any reportable death, injury, disease or dangerous occurrence	Date of incident plus 3 years provided that all records relating to the incident are held on personnel file	Shred/ Confidential Waste
Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	Until the child reaches the age of 21. <i>(The official guidance states that this data should be kept for 3 years from the date of entry in the book but we advise keeping it until 21 (3 years from when they turn 18) as this covers the limitation period of making a claim once the child turns 18.)</i> Note for children with SEN this is until the child reaches age 25. (Limitations Act 1980).	Shred/ Confidential Waste
Accident reporting records relating to individuals who are over 18 years of age at the	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years. (Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980)	Shred/ Confidential Waste

time of the incident		
Fire precaution log books	Current year plus 6 years	Shred/ Confidential Waste
Medical records and details of: - • control of lead at work • employees exposed to asbestos dust • records specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record (Control of Substances Hazardous to Health Regulations (COSHH); Control of Asbestos at Work Regulations)	Shred/ Confidential Waste
Records of tests and examinations of control systems and protection	5 years from the date on which the record was made	Shred/ Confidential Waste

equipment under COSHH		
<u>Temporary and Casual Workers</u>		
Records relating to hours worked and payments made to workers	3 years	Shred/ Confidential Waste
<u>Governing Body Documents</u>		
Instruments of government	For the life of the School. Consult local archives before disposal	Shred/ Confidential Waste
Meetings schedule	Current year	Shred/ Confidential Waste
Minutes – principal set (signed)	Date of meeting + 10 years	Shred/ Confidential Waste
Agendas – principal copy	Where possible the agenda should be stored with the principal set of the minutes	Shred/ Confidential Waste
Agendas – additional copies	Date of meeting	Shred/ Confidential Waste

Policy documents created and administered by the governing body	Until replaced. <i>The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations</i>	Shred/ Confidential Waste
Register of attendance at full governing board meetings	Date of last meeting in the book plus 6 years	Shred/ Confidential Waste
Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	Date of report plus 10 years	Shred/ Confidential Waste
Records relating to complaints made to and investigated by the governing	Major complaints: current year plus 6 years. If negligence is involved: current year plus 15 years. If child protection or safeguarding issues are involved then: current year plus 40 years. If the complaint relates to child sexual abuse, then indefinitely. (Based on recommendations	Shred/ Confidential Waste

body or head teacher	left by the IICSA, will be reviewed upon publication of ICO guidance)	
Correspondence sent and received by the governing body or head teacher	General correspondence should be retained for current year plus 3 years	Shred/ Confidential Waste
Records relating to the terms of office of serving governors, including evidence of appointment	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.	Shred/ Confidential Waste
Register of business interests	Date appointment ceases plus 10 years (Companies Act 2006)	Shred/ Confidential Waste
Records relating to the training required and received by governors	Date appointment ceases plus 6 years	Shred/ Confidential Waste
Records relating to the	Date on which clerk appointment ceases plus 6 years	Shred/ Confidential Waste

appointment of a clerk to the governing body		
Governor personnel files	Date appointment ceases plus 6 years	Shred/ Confidential Waste
<u>Pupil Records</u>		
Details of whether admission is successful/unsuccessful	1 year from the date of admission/non-admission (School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels)	Shred/ Confidential Waste
Proof of address supplied by parents as part of the admissions process	Current year plus 1 year (School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels)	Shred/ Confidential Waste
Admissions register	Entries to be preserved permanently although from the date of entry to help with future queries. (six years from date of	Shred/ Confidential Waste

	entry (Working together to improve school attendance, Section, 36, 2024 Statutory guidance) <i>Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school</i>	
Pupil Record, including non-child protection safeguarding records.	Primary – Whilst the child attends the School (The Education (Pupil Information) (England) Regulations 2005, The Pupil Information (Wales) Regulations 2011) Secondary – until the child reaches the age of 25 (Limitation Act 1980, Section 2) ***For children with SEND see below	Shred/ Confidential Waste
Attendance Registers	Six years from the date of entry (Working together to improve school attendance, Section 36, 2024 Statutory guidance)	Shred/ Confidential Waste
Correspondence relating to any absence (authorised or unauthorised)	Current academic year plus 2 years (Education Act 1996, Section 7)	Shred/ Confidential Waste
Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to	Primary school - whilst the child attends the school.	Shred/ Confidential Waste

parents regarding educational needs and accessibility strategy	Secondary - Date of birth of the pupil plus 31 years (Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan). (Children and Families Act 2014; Special Educational Needs and Disability Act 2001)	
Child protection information (to be held in a separate file).	DOB of the child plus 25 years then review. If aspects of the record relate to child sexual abuse, then these records should be retained indefinitely. (Based on recommendations left by the IICSA, will be reviewed upon publication of ICO guidance)	SHRED /Confidential Waste Collection via contracted 3rd party. Child protection information must be copied under separate cover to new school/college whilst the child is still under 18. Where a child is removed from roll to be educated at home, the file should be copied
Exam results (pupil copy)	This information should be added to the pupil file and retained in line with that record.	Shred/ Confidential Waste
Examination results (school's copy)	Current year plus 6 years	Shred/ Confidential Waste

Allegations of sexual abuse	If the complaint relates to child sexual abuse then indefinitely. (Based on recommendations left by the IICSA, will be reviewed upon publication of ICO guidance)	Shred/ Confidential Waste
Records relating to any allegation of a child protection nature against a member of staff	Until the accused normal retirement age or 10 years from the date of the allegation (whichever is the longer) (Retention period informed by the guidance of KCSIE)	Shred/ Confidential Waste
Consents relating to school activities as part of UK GDPR compliance (for example, consent to be sent circulars or mailings)	Evidence of consent will be retained whilst the pupil attends the school, or until withdrawn , whichever the shorter.	Shred/ Confidential Waste
Pupil's work	Where possible, returned to pupil at the end of the academic year (provided the School have their own internal policy to this effect). Otherwise, the work should be retained for the current year plus 1 year	Confidential Waste

Mark books	Current year plus 1 year	
Schemes of work	Current year plus 1 year	
Timetable	Current year plus 1 year	
Class record books	Current year plus 1 year	
Record of homework set	Current year plus 1 year	
Photographs of pupils	For the time the child is at the School and for a short while after. Please note select images may also be kept for longer (for example to illustrate history of the school)	Shred/ Confidential Waste
Parental consent forms for school trips <u>where there has been no major incident</u>	End of the trip or end of the academic year (subject to a risk assessment carried out by the School)	Confidential Waste

Parental permission slips for school trips where there has been a major incident	Date of birth of the pupil involved in the incident plus 25 years. Permission slips for all the pupils on the trip should be retained to demonstrate the rules had been followed for all pupils	Confidential Waste
<u>Other Records</u>		
Emails	Emails should be retained for a period of 6, plus the current year to support financial and other processes	Shred/ Confidential Waste
CCTV	CCTV Footage should not be held longer than one calendar month. See CCTV policy	Shred/ Confidential Waste
Privacy notices	Until replaced plus 6 years	Shred/ Confidential Waste
Inventories of furniture and equipment	Current year plus 6 years	Shred/ Confidential Waste

All records relating to the maintenance of the School carried out by contractors or employees of the school	Whilst the building belongs to the school	Shred/ Confidential Waste
Records relating to the letting of school premises	Current financial year plus 6 years	Shred/ Confidential Waste
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year plus 6 years then review	Shred/ Confidential Waste
Referral forms	While the referral is current	Shred/ Confidential Waste
Contact data sheets	Current year then review , if contact is no longer active then destroy	Shred/ Confidential Waste

APPENDIX A - RETENTION PERIODS EASY ACCESS GUIDE

NB/ This is just an easy access guide – the above guidance may depend on individual circumstances. For a more detailed description of suggested retention periods, please refer to full Beckmead Trust Retention Policy

<u>RETENTION PERIOD</u>	<u>RECORD TYPE</u>
<u>1 month</u>	<u>CCTV Records</u>
<u>Retain for 6 months</u>	1. Job Applications & interview notes for unsuccessful job applicants 2. DBS Certificates for unsuccessful applicants
<u>Retain for 1 year</u>	1. Primary Work Books 2. Pupil Files (primary school only if file transferred to next school) 3. Field trip permissions (where there has been a major incident) 4. Governing Body minutes schedule (current year)
<u>Whilst individual remains at the school</u>	1. Biometric data 2. Consents for use of photographs 3. Photographs
<u>For 6 years</u>	1. Personnel Files for former employees 2. Staff signing in records 3. Payroll/financial records from end of financial year (6+1) 4. Single Central Record (SCR) Entries for former employees 5. Governor records (terms of office, training records, governor personnel files)

<u>For 3 years</u>	1. Accident books (from date of last entry) 2. Health and safety risk assessments and policy statements 3. Payment records and timesheets for temporary and casual workers 4. Maternity and statutory sick pay records 5. Emails (it is best practice to delete emails older than 2-3 years) 6. Visitor signing in records (2-3 years)
<u>For longer</u>	1. Pupil files (until the individual turns 25) 2. SEN files and EHC plans (until individual turns 31) 3. Safeguarding records (currently indefinitely) 4. Governing body minutes (life of the organisation)

APPENDIX 2 - DESTRUCTION & ARCHIVE LOG

Please click on the above link to find the template for Data destruction & archive log for your site.

Please download a copy to set up as the Destruction Log for your school site.

Please add your school name to the header. This must be kept available for audit by The Director of Compliance or Beckmead Trust Data Protection Officer (DPO).

[Data Destruction & Archive Log - TEMPLATE](#)