

University of Birmingham School Data Protection Policy

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<p style="text-align: center;">At the University of Birmingham School we refer to Pupils (who are in Years 7-11 and aged 11-16) and Students (who are in Years 12/13 and aged 17-18)</p>	

1 Introduction

- 1.1 The University of Birmingham School stores and uses personal information about pupils, employees, parents and other individuals who come into contact with the school.
- 1.2 The purpose the School obtains and uses this information is to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.
- 1.3 The School recognises its duty to be registered, as a Data Controller, with the Information Commissioner's Office (ICO). The Designated Data Controller will ensure that the School's registration is kept up to date.
- 1.4 The School also recognises its duty to issue a Fair Processing Notice to all pupils, parents and employees this summarises the information held on pupils and employees, why it is held and the other parties to whom it may be passed on.

2 The Data Controller and the designated Data Controller

The School is the data controller under the Act and the Principal is the designated data controller and data protection officer.

3 Scope and Responsibilities

- 3.1 This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation.
- 3.2 It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.
- 3.3 All employees involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.
- 3.4 All employees are responsible for:
 - a) Checking that any information that they provide the School in connection with their employment is accurate and up to date.
 - b) Informing the School of any changes to information, which they have provided, i.e. changes of address
 - c) Informing the School of any errors or changes in employee information. The School cannot be held responsible for any such errors unless the employee has informed the School of them.
 - d) Where employees as part of their responsibilities collect or process personal data they must comply with the guidance contained in this Policy.

4 What is Personal Information?

Personal information or data is defined as data that relates to a living individual who can be identified from that data, or other information held.

5 Data Protection Principles

The Data Protection Act (1998) establishes eight enforceable principles that must be adhered to at all times:

- a) Personal data shall be processed fairly and lawfully;
- b) Personal data shall be obtained only for one or more specified and lawful purposes;
- c) Personal data shall be adequate, relevant and not excessive;
- d) Personal data shall be accurate and where necessary, kept up to date;
- e) Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
- f) Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act (1998);
- g) Personal data shall be kept secure i.e. protected by an appropriate degree of security;
- h) Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

6 Data Processing Guidelines

6.1 The school is committed to maintaining the above principles at all times.

6.2 Therefore the school will:

- a) Inform individuals why the information is being collected when it is collected;
- b) Inform individuals when their information is shared, and why and with whom it was shared;
- c) Check the quality and the accuracy of the information it holds;
- d) Ensure that information is not retained for longer than is necessary;
- e) Ensure that when obsolete information is destroyed that it is done so appropriately and securely;
- f) Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded;
- g) Share information with others only when it is legally appropriate to do so;
- h) Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests;
- i) Ensure our employees are aware of and understand our policies and procedures.

7 Processing sensitive information

7.1 The School may, from time to time, be required to process sensitive personal data regarding an employee or a pupil, or their parents or carers.

- 7.2 Sensitive personal data is defined as information relating to a living person about:
- a) Racial or ethnic origin;
 - b) Political opinions;
 - c) Religious beliefs or other beliefs of a similar nature;
 - d) Trade Union membership;
 - e) Physical or mental health;
 - f) Sexual life;
 - g) Commission or alleged commission of any offence, and;
 - h) Any proceedings of any offence committed or alleged to have been committed by the individual, the disposal of such proceedings or the sentence of any court in such proceedings.
- 7.3 The School will only collect or process this data with the explicit written consent of the person concerned.
- 7.4 The School will also inform the individual of the reason the data is being collated and processed.

8 Privacy Notices

- 8.1 Whenever information is collected about individuals the School will make them aware, prior to collecting the information of the following:
- a) The identity of the data controller, e.g. the School;
 - b) The purpose that the information is being collected for;
 - c) Any other purposes that it may be used for;
 - d) Who the information will or may be shared with; and
 - e) How to contact the data controller.
- 8.2 The School will only monitor individual employees when there are concerns about the use of email, internet, telephone or other data that the employee may be using inappropriately.
- 8.3 CCTV within the School will only be in public places and will not intrude upon individual privacy.
- 8.4 CCTV is to be used for security purposes and notices will be placed in the School to ensure all visitors, pupils and employees are aware of this.

9 Subject Access Requests

- 9.1 There are two distinct rights of access to information held by schools about pupils:
- a) Under the Data Protection Act (1998) any individual has the right to make a request to access the personal information held about them, and;
 - b) The right of those entitled to have access to curricular and educational records as defined within the Education Pupil Information Regulations 2004.
- 9.2 The procedure (below) relates to subject access requests:
- a) Requests for information must be made in writing; which includes email, and be addressed to the Principal;
 - b) If the initial request does not clearly identify the information required, then further enquiries will be made, and;

- c) The identity of the requestor must be established before the disclosure of any information, and checks should also be carried out regarding proof of relationship to the child. Evidence of identity can be established by requesting production of:
- Passport
 - Driving licence
 - Utility bills with the current address
 - Birth / Marriage certificate
 - P45/P60
 - Credit Card or Mortgage statement

This list is not exhaustive

- 9.3 Any individual has the right of access to information held about them.
- 9.4 However with children, this is dependent upon their capacity to understand (normally age 12 or above) and the nature of the request.
- 9.5 The Principal should discuss the request with the child and take their views into account when making a decision.
- 9.7 A child with competency to understand can refuse to consent to the request for their records.
- 9.7 Where the child is not deemed to be competent an individual with parental responsibility or carer shall make the decision on behalf of the child.
- 9.8 The School may make a charge for the provision of information, dependent upon the following:
- a) Should the information requested contain the educational record then the amount charged will be dependent upon the number of pages provided.
 - b) Should the information requested be personal information that does not include any information contained within educational records schools can charge up to £10 to provide it.
 - c) If the information requested is only the educational record viewing will be free, but a charge not exceeding the cost of copying the information can be made by the school.
- 9.9 The response time for subject access requests, once officially received, is 40 days (not working or school days but calendar days, irrespective of school holiday periods).
- 9.10 However the 40 days will not commence until after receipt of fees or clarification of information sought.
- 9.11 The Data Protection Act (1998) allows exemptions as to the provision of some information; therefore all information will be reviewed prior to disclosure.
- 9.12 Third party information is that which has been provided by another, such as the Police, Local Authority, Health Care professional or another school.
- 9.13 Before disclosing third party information consent should normally be obtained.
- 9.14 There is still a need to adhere to the 40 day statutory timescale.
- 9.15 Any information which may cause serious harm to the physical or mental health or emotional condition of the pupil or another should not be disclosed, nor should information that would reveal that the child is at risk of abuse, or information relating to court proceedings.
- 9.16 If there are concerns over the disclosure of information then additional advice should be sought.

- 9.17 Where redaction (information blacked out/removed) has taken place then a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.
- 9.18 Information disclosed should be clear, thus any codes or technical terms will need to be clarified and explained.
- 9.19 If information contained within the disclosure is difficult to read or illegible, then it should be retyped.
- 9.20 Information can be provided at the School with a member of the professional services team, on hand to help and explain matters if requested, or provided at face to face handover.

10 Freedom of Information

- 10.1 Under the Freedom of Information Act (2000) the School recognises its duty to advise and assist anyone requesting information.
- 10.2 The enquirer will be told whether the School holds the information unless certain exemptions apply.
- 10.3 The School will aim to respond to requests within 20 days excluding School holidays.
- 10.4 A valid Freedom of Information request should be in writing, state the enquirer's name and correspondence address and should describe the information requested.
- 10.5 Requests should be sent to the Principal.

11 Data security

- 11.1 All employees should be constantly aware of the possibility of personal data being seen by unauthorised personnel.
- 11.2 The following good practise guidance should therefore be followed when handling personal data:
 - a) Computer passwords should be used and not be shared with other employees'
 - b) Data recorded on paper should be kept in a locked filing cabinet or in a locked drawer'
 - c) Computer recorded personal data should have the correct permissions and passwords to ensure that only those people who have a justified reason for accessing it can do so, and;
 - d) Employees should be vigilant to their surroundings and not leave personal data out on desks where people can view it.

12 Data Sharing

- 12.1 The School may, at times, be required to share data with a third party for example to administer payroll.
- 12.2 The School will ensure that all individuals are aware in advance of any data sharing, the purpose for sharing data and that a data sharing agreement is in place which adheres to this Policy and the Data Protection Act (1998).

13 Photographs

- 13.1 The School will seek to obtain parents' and carers' permission for the use of photographs outside the School.
- 13.2 The School will record the wishes of parents, carers, pupils and students that do not want their photograph used and where reasonably practicable follow them.

14 Retention of Data

- 14.1 The School will keep some forms of information for longer than others.
- 14.2 Data will only be kept if there is a justifiable reason for keeping it.
- 14.3 The School will keep central personnel records indefinitely.
- 14.4 This will include information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and any other statutory information the School is required to keep.
- 14.5 Appendix 1 provides some guidance on how long the School may keep certain documents for.

15 Breach of the Policy

- 15.1 Noncompliance with this policy may be considered a disciplinary matter.
- 15.2 It should be noted that an individual can commit a criminal offence under the Act, for example by obtaining and/or disclosing personal data for their own purposes without the consent of the data controller.

16 Complaints

- 16.1 Complaints will be dealt with in accordance with the School's Complaints Policy.
- 16.2 Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).
- 16.3 Complaints about the above procedures should be made to the Chair of the Governing Body who will decide whether it is appropriate for the complaint to be dealt with in accordance with the School's complaint procedure.
- 16.4 Complaints which are not appropriate to be dealt with through the School's complaint procedure can be dealt with by the Information Commissioner.
- 16.5 Contact details of both will be provided with the disclosure information.

Appendix 1 – Data Retention Guidance

The below table provides guidance for how long records should be retained.

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Child Protection			
Child Protection files	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004	DOB + 25 years	SECURE DISPOSAL
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005	Until the person’s normal retirement age, or 10 years from the date of the allegation whichever is the longer	SECURE DISPOSAL
Governors			
Minutes - Principal set (signed)		Permanent	Retain in school for 6 years from date of meeting
Minutes - Inspection copies		Date of meeting + 3 years	SECURE DISPOSAL [If these minutes contain any sensitive personal information they should be shredded]
Agendas		Date of meeting	SECURE DISPOSAL
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record

Annual Parents' meeting papers		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school whilst school is open
Trusts and Endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	SECURE DISPOSAL
Policy documents		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files		Date of resolution of complaint + 6 years	Retain in school for the first six years. Review for further retention in the case of contentious disputes SECURE DISPOSAL routine complaints
Annual Reports required by the Department for Education	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	
Proposals for schools to become, or be established as Specialist Status schools			Current year + 3 years
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Management			
Log Books		Date of last entry in the book + 6	Retain in the school for 6 years from the

		years	date of the last entry
Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years	Retain in the school for 5 years from meeting
Reports made by the Principal or the Senior Leadership Team		Date of report + 3 years	Retain in the school for 3 years from meeting
Records Principal, Senior and Middle Leaders and other members of staff with administrative responsibilities		Closure of file + 6 years	SECURE DISPOSAL
Correspondence created by Principal, Senior and Middle Leaders and other members of staff with administrative responsibilities		Date of correspondence + 3 years	SECURE DISPOSAL
Professional Development Plans		Closure + 6 years	SECURE DISPOSAL
School Development Plans		Closure + 6 years	Review
Admissions - if the admission is Yes Successful		Admission + 1 year	SECURE DISPOSAL
Admissions - if the appeal is Yes Unsuccessful		Resolution of case + 1 year	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admissions - Secondary Schools - Casual		Current year + 1 year	SECURE DISPOSAL
Proofs of address supplied by parents as part of the admissions process		Current year + 1 year	SECURE DISPOSAL

Pupils			
Admission Registers		Date of last entry in the book (or file) + 6 years Re considers Retention Period. Feedback from Teaching Relative was thought to be 7 Year Retention. These records are no longer generated in paper but electronically held using SIMS software.	Retain in the school for 6 years from the date of the last entry then consider transfer to the Archives
Attendance registers		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]
Pupil Files Retained in Schools	Limitation Act 1980	DOB of the pupil + 25 years	SECURE DISPOSAL
Pupil Files	Limitation Act 1980	DOB of the pupil + 25 years	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Special Educational Needs Files, reviews and Individual Education Plans		DOB of the pupil + 25 years the review NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide	SECURE DISPOSAL

		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.	
Correspondence Relating to Authorised Absence and Issues		Date of absence + 2 years	SECURE DISPOSAL
Examination results – Public		Year of examinations + 6 years	SECURE DISPOSAL
Examination results – Internal		Current year + 5 years	SECURE DISPOSAL
Any other records created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL
Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 1	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 1	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips - where there has been no major incident		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips - where there has been a major incident.	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL

Records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years	SECURE DISPOSAL
Walking Bus registers		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]
Curriculum			
School Development Plan		Current year + 6 years	SECURE DISPOSAL
Curriculum returns		Current year + 3 years	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Schemes of work		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Timetable		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Class record books		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Mark Books		Current year + 1 year	It may be appropriate to review these records at the end of each

			year and allocate a new retention period or SECURE DISPOSAL
Record of homework set		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Pupils' work		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Examination results		Current year + 6 years	SECURE DISPOSAL
SATS records - Examination Papers and Results		Current year + 6 years	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
PAN reports		Current year + 6 years	SECURE DISPOSAL
Value Added & Contextual Data		Current year + 6 years	SECURE DISPOSAL
Self-Evaluation forms		Current year + 6 years	SECURE DISPOSAL
Personnel Records held in Schools			
Timesheets, sick pay	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Staff Personal files		Termination + 7 years	SECURE DISPOSAL
Interview notes and recruitment records		Date of interview + 6 months	SECURE DISPOSAL
Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL
Disciplinary proceedings: oral warning	Where the warning relates to child protection issues see Child Protection. If the disciplinary proceedings relate to a child protection matter please contact	Date of warning + 6 months	SECURE DISPOSAL

	your safeguarding children officer for further advice.		
Disciplinary proceedings: written warning	Where the warning relates to child protection issues see Child Protection. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.	Date of warning + 6 months	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Disciplinary proceedings: final written warning	Where the warning relates to child protection issues see Child Protection. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.	Date of warning + 12 months	SECURE DISPOSAL
Disciplinary proceedings: case not found	Where the warning relates to child protection issues see Child Protection. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.	If child protection related please see child protection, otherwise SECURE DISPOSAL immediately at the conclusion of the case	SECURE DISPOSAL
Records relating to accident/injury at work		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Annual Appraisal and Assessment Records		Current year + 5 years	SECURE DISPOSAL

Salary cards		Last date of employment + 85 years	SECURE DISPOSAL
Maternity pay records	Statutory Maternity Pay (General) Current year +3yrs Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year +3yrs	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Records held under Retirement benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	SECURE DISPOSAL
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file.	SECURE DISPOSAL
Health and Safety			
Accessibility Plans		Current year + 6 years	SECURE DISPOSAL
Accident Reporting – Adults		Date of incident + 7 years	SECURE DISPOSAL
Accident Reporting - Children		DOB of child + 25 years	SECURE DISPOSAL
COSHH		Current year + 10 years [where appropriate an additional retention period may be allocated]	SECURE DISPOSAL
Incident reports		Current year + 20 years	SECURE DISPOSAL
Policy Statements		Date of expiry + 1 year	SECURE DISPOSAL
Risk Assessments		Current year + 3 years	SECURE DISPOSAL

Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books		Current year + 6 years	SECURE DISPOSAL
Administrative			
Employer's Liability certificate		Closure of the school + 40 years	SECURE DISPOSAL
Inventories of equipment & furniture		Current year + 6 years	SECURE DISPOSAL
General file series		Current year + 5 years	Review to see whether a further retention period is required
School brochure or prospectus		Current year + 3 years	Review to see whether a further retention period is required
Circulars (staff/parents/pupils)		Current year + 1 year	SECURE DISPOSAL
Newsletters, ephemera		Current year + 1 year	Review to see whether a further retention period is required
Visitors book		Current year + 2 years	Review to see whether a further retention period is required
PTA/Old Pupils Associations		Current year + 6 years	Review to see whether a further retention period is required
Finance			
Annual Accounts	Financial Regulations	Current year + 6 years	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required

Contracts - under seal		Contract completion date + 12 years	SECURE DISPOSAL
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Contracts - under signature		Contract completion date + 6 years	SECURE DISPOSAL
Contracts - monitoring records		Current year + 2 years	SECURE DISPOSAL
Copy orders		Current year + 2 years	SECURE DISPOSAL
Budget reports, budget monitoring etc.		Current year + 3 years	SECURE DISPOSAL
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Annual Budget and background papers		Current year + 6 years	SECURE DISPOSAL
Order books and requisitions		Current year + 6 years	SECURE DISPOSAL
Delivery Documentation		Current year + 6 years	SECURE DISPOSAL
Debtors' Records	Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL
School Fund - Cheque books		Current year + 3 years	SECURE DISPOSAL
School Fund - Paying in books		Current year + 6 years then review	SECURE DISPOSAL
School Fund - Ledger		Current year + 6 years then review	SECURE DISPOSAL
School Fund - Invoices		Current year + 6 years then review	SECURE DISPOSAL
School Fund - Receipts		Current year + 6 years	SECURE DISPOSAL
School Fund - Bank statements		Current year + 6 years then review	SECURE DISPOSAL
School Fund - School Journey books		Current year + 6 years then review	SECURE DISPOSAL
Student grant applications		Current year + 3 years	SECURE DISPOSAL
Free school meals registers		Current year + 6 years	SECURE DISPOSAL
Petty cash books		Current year + 6 years	SECURE DISPOSAL

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Property			
Title Deeds		Permanent	Permanent, these should follow the property unless the property has been registered at the Land Registry
Plans		Permanent	Retain in school whilst operational
Maintenance and contractors	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Leases		Expiry of lease + 6 years	SECURE DISPOSAL
Lettings		Current year + 3 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL
Maintenance log books		Current year + 6 years	SECURE DISPOSAL
Contractors' Reports		Current year + 6 years	SECURE DISPOSAL
Department for Education			
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	SECURE DISPOSAL
Schools Meals			
Dinner Register		Current year + 3 years	SECURE DISPOSAL
School Meals Summary Sheets		Current year + 3 years	SECURE DISPOSAL