



REIGATE GRAMMAR SCHOOL

---

## Data Retention Policy for RGS Group of Schools

---

<b>ISI Code:</b>	Data Retention Policy
<b>Policy Author:</b>	Steve Douty, Bursar
<b>Date Reviewed:</b>	June 2023
<b>Next Review Due:</b>	June 2025
<b>Date Approved by Governing Body:</b>	19 June 2023
<b>Next Review by Governing Body Due:</b>	June 2025

---

## Introduction

In relation to the General Data Protection Regulations, Reigate Grammar School Group is required to have a clear Retention of Records Policy. Reference to this Policy is included in the schools Privacy Notice. This Policy is available via the Groups websites and on request to the school.

This Policy has been created from the template prepared by Farrer & Co LLP on behalf of the Independent Schools Bursars Association (ISBA).

Legal considerations in respect of retention of records and documents which have been considered whilst preparing this guidance include:

- disclosure requirements for potential future litigation;
- contractual obligations;
- the law of confidentiality and privacy;
- GDPR.

Type of Record/Document	Retention Period
<p><b>School-Specific Records</b></p> <ul style="list-style-type: none"> <li>• Registration documents of School</li> <li>• Attendance Register</li> <li>• Minutes of Governors' meetings</li> <li>• Annual curriculum</li> </ul>	<p>Permanent (or until closure of the school)</p> <p>6 years from last date of entry, then archive.</p> <p>Minimum - 10 Years</p> <p>From end of year: 3 years (or 1 year for other class records: e.g. marks/timetables/assignments)</p>
<p><b>Individual Pupil Records</b></p> <ul style="list-style-type: none"> <li>• Admissions: application forms, assessments, records of decisions</li> <li>• Examination results (external or internal)</li> <li>• Pupil file including: <ul style="list-style-type: none"> <li>○ Pupil reports</li> <li>○ Pupil Performance records</li> <li>○ Pupil medical records</li> </ul> </li> <li>• Special educational needs records (<i>to be risk assessed individually</i>)</li> </ul>	<p>25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision).</p> <p>7 years from pupil leaving school</p> <p>ALL: 25 years from date of birth (subject to where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil).</p> <p>Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)</p>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• DBS disclosure certificates (if held)</li> <li>• Accident/Incident reporting</li> <li>• Child Protection files</li> </ul>	<p>Keep a permanent record of historic policies</p> <p><u>No longer than 6 months</u> from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept, if not the certificate itself</p> <p>Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available. If a referral has been made/social care have been involved or child has been subject of a multi-agency plan – indefinitely</p> <p>If low level concerns, with no multi-agency act – apply applicable school low-level concerns policy rationale (this may be 25 years from date of birth OR indefinitely).</p>

*Continued over*

<b><u>Corporate Records (Where Applicable)</u></b>	
<ul style="list-style-type: none"> <li>• Certificates of Incorporation</li> <li>• Minutes, Notes and Resolutions of Boards or Management Meetings</li> <li>• Shareholder resolutions</li> <li>• Register of Members/Shareholders</li> <li>• Annual reports</li> </ul>	<p>Permanent (or until dissolution of the company)</p> <p>Minimum – 10 years</p> <p>Minimum – 10 years</p> <p>Permanent (minimum 10 years for ex-members/shareholders)</p> <p>Minimum – 6 years</p>
<b><u>Accounting Records</u></b>	
<ul style="list-style-type: none"> <li>• Accounting records</li> <li>• Tax returns</li> <li>• VAT returns</li> <li>• Budget and internal financial reports</li> </ul>	<p>Minimum – 3 years for private UK companies (except where still necessary for tax returns)</p> <p>Minimum – 6 years for UK charities (and public companies) from the end of the financial year in which the transaction took place</p> <p>Internationally: can be up to 20 years depending on local legal/accountancy requirements</p> <p>Minimum – 6 years</p> <p>Minimum – 6 years</p> <p>Minimum – 3 years</p>
<b><u>Contracts and Agreements</u></b>	
<ul style="list-style-type: none"> <li>• Signed or final/concluded agreements (<i>plus any signed or final/concluded variations or amendments</i>)</li> <li>• Deeds (or contracts under seal)</li> </ul>	<p>Minimum – 7 years from completion of contractual obligations or term of agreement, whichever is the later</p> <p>Minimum – 13 years from completion of contractual obligation or term of agreement</p>
<b><u>Intellectual Property Records</u></b>	
<ul style="list-style-type: none"> <li>• Formal documents of title (trademark or registered design certificates; patent or utility model certificates)</li> <li>• Assignments of intellectual property to or from the school</li> <li>• IP/IT agreements (including software licences and ancillary agreements e.g. maintenance; storage; development; coexistence agreements; consents)</li> </ul>	<p>Permanent (in the case of any right which can be permanently extended, e.g. trademarks); otherwise expiry of right plus minimum of 7 years.</p> <p>As above in relation to contracts (7 years) or, where applicable, deeds (13 years).</p> <p>Minimum – 7 years from completion of contractual obligation concerned or term of agreement</p>
<b><u>Employee/Personnel Records</u></b>	
<ul style="list-style-type: none"> <li>• Single Central Record of employees</li> <li>• Contracts of employment</li> <li>• Employee appraisals or reviews</li> <li>• Staff personnel file</li> <li>• Payroll, salary, maternity pay records</li> <li>• Pension or other benefit schedule records</li> <li>• Job application and interview/rejection records (unsuccessful applicants)</li> <li>• Immigration records</li> <li>• Health records relating to employees</li> </ul>	<p>Keep a permanent record of all mandatory checks that have been undertaken (but <u>not</u> DBS certificate itself: 6 months as above)</p> <p>7 years from effective date of end of contract</p> <p>Duration of employment plus minimum of 7 years</p> <p>As above, but do not delete any information which may be relevant to historic safeguarding claims.</p> <p>Minimum – 6 years</p> <p>Possibly permanent, depending on nature of scheme</p> <p>Minimum 3 months but no more than 1 year</p> <p>Minimum – 4 years</p> <p>7 years from end of contract of employment</p>

Continued over

<b><u>Insurance Records</u></b>	
<ul style="list-style-type: none"> <li>Insurance policies (will vary whether private, public or professional indemnity)</li> <li>Correspondence related to claims/renewals/ notification re: insurance</li> </ul>	<p>Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim.</p> <p>Minimum – 7 years</p>
<b><u>Environmental, Health &amp; Data</u></b>	
<ul style="list-style-type: none"> <li>Maintenance logs</li> <li>Accidents to children</li> <li>Accident at work records (staff)</li> <li>Staff use of hazardous substances</li> <li>Risk assessments (carried out in respect of above)</li> <li>Data protection records documenting processing activity, data breaches</li> </ul>	<p>10 years from date of last entry</p> <p>25 years from birth (longer for safeguarding)</p> <p>Minimum – 4 years from date of accident, but review case-by-case where possible</p> <p>Minimum – 7 years from end of date of use</p> <p>7 Years from completion of relevant project, incident, event or activity</p> <p>No limit as long as up-to-date and relevant (as long as no personal data held)</p>
<b><u>Foundation Records</u></b>	
Foundation records are kept permanently, however, appropriate cleansing of data takes place regularly	