

**Earlscliffe (Earlscliffe Ltd)**

**Policy: DATA RETENTION POLICY**

**Member of SLT responsible: Head Teacher**

**Date of review: November 2024**

**Date of next review: June 2025**

## **Introduction**

This Data Retention Policy sets out the rules and procedures around the retention of personal data and determines how long staff should be keeping certain categories of personal data.

School staff should read this policy in conjunction with the School's Data Protection Policy. This policy applies to all School employees who have access to personal data. Any breach of this policy may result in disciplinary action. It does not form part of any employee's contract of employment and may be amended at any time.

## **Aim of this policy**

The Data Protection Act 2018 requires that personal data shall be kept in a form that permits identification of individuals for no longer than is necessary. Therefore, the key aim of this policy is to set out the School's rules governing for how long specific types of personal data should be kept.

The Data Protection Act requires that personal data must be processed in a manner that ensures appropriate security of personal data, using appropriate technical or organisational measures. Therefore, another aim of this policy is to guide staff about appropriate measures around retaining and destroying hard copy documents securely.

## **Retention periods**

Staff must make sure that personal data is retained for the period of time indicated in the Retention Schedule below. If in doubt, keep for at least 6 years, to cover the time limit for bringing any civil liability action.

If staff receive notice of any legal proceedings or legal action (or potential legal action), government or regulatory investigation or complaints or claim against or involving Earlscliffe (for example, a complaint made by a parent or a grievance raised by an employee), they should flag and retain all data which may be relevant to that issue. Do not destroy that data. If you are ever unsure about which data you should be retaining and which data you should be destroying in accordance with the Retention Schedule, please speak to the College's Data Protection Champion (Mark Love). As a general rule, once the claim has concluded (e.g. a judgment has been given by the court or the claim has settled), then information about the claim should be kept for a further 6 years before being destroyed.

## **Deleting data that is out of date**

The Data Protection Act requires that personal data shall be accurate and, where necessary, kept up to date. When staff have information which is known to be out of date they must delete that data securely in accordance with this policy.

- Hard (or physical) copies - When destroying paper documents containing personal data, please make sure they are either shredded at School or placed in a secure, confidential document shredding bag.
- Hard drives - Once obsolete, computer hard drives and portable media previously used by staff or any third party suppliers should be handed to the IT Manager to be properly wiped or destroyed.