



Olga Primary School

Data Retention Policy

Policy Date: April 2026
Review Date: April 2029

Introduction

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.
- Their accessibility.

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 School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the 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.

1. Data Protection

This Policy sets out how long employment-related and pupil data will normally be held by us and when that information will be confidentially destroyed in compliance with the terms of the General Data Protection Regulation (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 GDPR.

2. Retention Schedule

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

Paper records will be regularly monitored by the School Business leader (SBL).

Electronic records will be regularly monitored by the SBL.

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

3. Destruction Of Records

Destruction is managed under a contract with Iron Mountain, who archive all paper records that are over a year old.

Iron Mountain maintains a database of records which have been destroyed after expiry of the retention period and who authorised their destruction.

4. Archiving

Iron Mountain are contracted to manage all archiving. They are a Crown Approved Supplier. They have a system for collecting and storing paper records, that enable easy retrieval and destruction.

5. Responsibility & Monitoring

The SBL has primary and day-to-day responsibility for implementing this Policy. 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 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.

6. Retention Schedule

FILE DESCRIPTION	RETENTION PERIOD
Employment Records	
Job Applications and Interview Records of unsuccessful candidates.	6 Months after notifying unsuccessful candidates, 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.
Job Applications and Interview Records of successful candidates.	6 Years after employment ceases.
Written particulars of employment, contracts of employment and changes to Terms & Conditions.	6 Years after employment ceases.
Right to work documentation including identification documents.	2 Years after employment ceases.
Immigration Checks.	2 Years after the termination of employment.
DBS Checks and disclosures of Criminal Records forms.	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.

Change of personal details notifications.	No longer than 6 Months after receiving this notification.
Emergency Contact details.	Destroyed on termination.
Personnel and Training Records.	While employment continues and up to 6 Years after employment ceases.
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.
Consents for the processing of personal and sensitive data.	For as long as the data is being processed and up to 6 Years afterwards.
Working Time Regulations: Records of compliance with WTR. • 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.
Disciplinary and Training Records.	6 Years after employment ceases.
Allegations of a child protection nature against a member of Staff including where the allegation is founded.	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.
Financial & Payroll Records	
Pension Records	12 Years.
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.
Payroll and Wage Records.	6 Years after end of tax year they relate to.
Maternity/Adoption/Paternity Leave Records.	3 Years after end of tax year they relate to.
Statutory Sick Pay.	3 Years after the end of the tax year they relate to.
Current Bank details.	No longer than necessary.
Agreements & Administration Paperwork	
Collective Workforce Agreements and past agreements that could affect present employees.	Permanently.
Trade Union Agreements.	10 Years after ceasing to be effective.
School Development Plans.	3 Years from the life of the plan.
Professional Development Plans.	6 Years from the life of the plan.
Visitors Book and Signing In Sheets.	6 Years.
Newsletters and circulars to Staff, parents and pupils.	1 Year.
Health & Safety Records	

Health & Safety Consultations.	Permanently.
Health & Safety Risk Assessments.	3 Years from the life of the risk assessment.
Any reportable accident, death or injury in connection with work.	For at least 12 Years from the date the report was made.
Accident Reporting.	Adults - 6 Years from the date of the incident Children - When the child attains 25 Years of age.
Fire Precaution Logbooks.	6 Years.
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.
Records of tests and examinations of Control Systems and Protection Equipment under COSHH.	5 Years from the date on which the record was made.
Temporary & Casual Workers	
Records relating to hours worked and payments made to workers.	3 Years.
Pupil Records	
Admissions Records.	1 Year from the date of admission.
Admissions Register.	Entries to be preserved for 3 Years from date of entry.
School Meals Register.	3 Years.
Free School Meals Register.	6 Years.
Pupil Record.	25 Years.
Attendance Register.	3 Years from the date of entry.
Special Educational Needs files, reviews and individual education plans (this includes any statement and all advice and information shared regarding educational needs).	Until the child turns 25.
Emails:	
Other Records:	