



THE CORBET SCHOOL

Document Retention & Destruction Policy

Associated Policies

Data Protection Policy

Policy Manager:- SBM

Review Completed:- January 21 **Review Period:-** 2 years

Next Review Due:- January 23 **Approval Authority:-** Finance & Premises

1. Statement of Intent

The Corbet School is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible by the appropriate individuals. In line with the requirements of the GDPR, the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The school has created this policy to outline how records are stored, accessed, monitored, retained and disposed of, in order to meet the school's statutory requirements.

This document complies with the requirements set out in the GDPR, which is effective of 25 May 2018.

The School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution.

Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

2. Scope of the Policy

2.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

2.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

These records may be created, received or maintained in hard copy or electronically.

2.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives.

3. Responsibilities

3.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

3.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

3.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

4. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Other legislation or regulations (including audit, ethics and Equal opportunities affecting the school).

Unless expressly stated otherwise in the list below, the Corbet School has decided to follow the guidelines published in the IRMS document, 'Information Management Toolkit for Schools', which can be found at:

<http://irms.org.uk/page/SchoolsToolkit>

It should be noted that Corbet School has specific policies relating to Examinations and these are reviewed annually, and available for inspection by the exam authorities.

Some of the retention periods stated are governed by statute, and others that are considered best practice within the maintained schools sector by IRMS . (Information & Records Management Society)

5. Regulations over-riding the ‘IRMS - Toolkit for Schools’