



Newnham Croft Primary School
Data Retention Policy
2022

1. Introduction

This policy applies to all employees, workers and contractors.

- 1.1. The Governing Body/Trustees of Newnham Croft Primary School are committed to retaining personal data (which may be held on paper, electronically, or otherwise) about our employees for no longer than necessary for the purpose or purposes for which they were collected. All steps will be reasonably taken to securely destroy or erase from systems, all data which is no longer required.
- 1.2. The Governing Body/Trustees recognise the need to process data in an appropriate and lawful manner, in accordance with the General Data Protection Regulation (GDPR). The purpose of this policy is to set out the principles by which we will retain your personal data.
- 1.3. Data users are obliged to comply with this policy when processing personal data on our behalf. Any breach of this policy may result in disciplinary action, including dismissal.
- 1.4. The Headteacher is responsible for ensuring compliance with the GDPR and this policy. Any questions about the operation of this policy or concerns that there has been a breach of this policy should be referred in the first instance to the Headteacher.

2. Responsibilities

The Governing Body/Trustees understand their legal responsibility to comply with the law, including the General Data Protection Regulation. The individual with overall responsibility for this policy is the Data Protection Officer.

3. Retention of Data

- 3.1. The Governing Body/Trustees will state the purposes for which it holds personal information, and will register with the Data Protection Commissioner all the purposes for which it processes personal data.
- 3.2. Personal data will be retained for employment purposes, to assist in the running of the business and/or to enable individuals to be paid. In such cases we will apply the 'recommended' retention period. Some personal data is retained for statutory purposes, in which case we will apply the 'statutory' retention period.
- 3.3. The Governing Body/Trustees commit to retaining the minimum amount of personal data that is necessary for the purpose for which it is held and access to the personal data will be restricted so that it is used only for the specific purpose.
- 3.4. Personal data will be held as indicated in Appendix 1 and for no longer than the period specified below. All personal data will be destroyed securely at the end of the retention period.

1.1. Appendix 1: Retention of Personal Data

This schedule lists the principal documents held on an employee's file. The list is not exhaustive, and other documents relating to employment may be also held. Personnel files will be held for the length of employment + 6 years at which time they will be securely shredded. Documents relating to child protection or accidents at work may be held for a period of up to 25 years, in accordance with the DFE "Data protection: a toolkit for schools" and the employee will be advised of this.

| Document | Period of Retention |
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| Application Process | |
| Application forms and interview notes (for unsuccessful candidates) | Six months. Recommended. |
| Original job application form for successful candidate | Termination + 6 years Recommended |
| Documents Relating to Appointment Process | |
| Confirmation of pre-employment medical check clearance | Termination + 6 years Recommended |
| DBS certificates/copies | No requirement to retain Recommended If retained, maximum period six months and if, in very exceptional circumstances, it is considered necessary to retain a copy of the original certificate for longer than six months, consent should be sought from the applicant and retained on file. |
| Confirmation of DBS outcome and any associated docs (e.g. risk assessment or certificate of good conduct) | Termination + 25 years <i>Recommended</i> within the DFE guidance, ' Data Protection: a toolkit for schools ', April 2018 |
| Barred list clearance | Termination + 25 years <i>Recommended</i> within the DFE guidance, ' Data Protection: a toolkit for schools ', April 2018 |

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| Prohibition check | Termination + 25 years <i>Recommended</i> within the DFE guidance, ' Data Protection: a toolkit for schools ', April 2018 |
| Copies of documents used for identity authentication for DBS and Asylum and Immigration Act purposes | Termination + 2 years <i>Recommended</i> within Home Office ' An Employers Guide to Right to Work Checks ', August 2017 |
| UK Border Agency Documentation (Work permit) | Termination + 2 years <i>Recommended</i> within Home Office ' An Employers Guide to Right to Work Checks ', August 2017 |
| Records relating to employees from outside of the UK e.g. visa, work permits, etc. | Termination + 2 years <i>Recommended</i> within Home Office ' An Employers Guide to Right to Work Checks ', August 2017 |
| Copies of qualifications certificates relevant to employment | Termination + 6 years <i>Recommended</i> |
| NQT – Satisfactory completion of skills tests. | Termination + 6 years <i>Recommended</i> |
| Two original references | Termination + 6 years <i>Recommended</i> |
| Original contract acceptance | Termination + 6 years <i>Recommended</i> |
| Copy of Contract of employment and any variation letters or side letters | Termination + 6 years <i>Recommended</i> |
| Disciplinary Records | |
| Formal disciplinary warnings – child protection related | Termination + 25 years <i>Recommended</i> within the DFE guidance, ' Data Protection: a toolkit for schools ', April 2018 |
| Formal disciplinary warnings – not child protection related | Termination + 6 years <i>Recommended.</i> |
| Accidents at Work | |
| Accident books, accident records, accident reports | Three years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches age |

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| | 21) Statutory |
| Records relating to accident/injury at work | Termination + 12 years Recommended In the case of serious accidents a further retention period may need to be considered |
| Financial Information | |
| Inland Revenue/HMRC correspondence | Termination + 6 years Statutory |
| National minimum wage records | Three years after the end of the pay reference period following the one that the records cover. Statutory |
| Wage/salary records (also overtime, bonuses, expenses) | Termination + 6 years Statutory |
| Time sheets | Current year + 6 years Recommended |
| Sickness and Maternity Information | |
| Medical certificates/ Occupational Health reports and sickness absence record | Current year + 6 years Recommended |
| SMP, SAP, SSPP records, calculations, certificates (Mat B1s) or other medical evidence, notifications, declarations and notices | Three years after the end of the tax year in which the leave period ends Statutory |
| Statutory Sick Pay records, calculations, certificates, self-certificates | Six years after the employment ceases Recommended |
| Parental leave records | Eighteen from birth/adoption of the child or if the child receives a disability living allowance Recommended |

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| Other special leave of absence including parental leave, maternity leave | Current year + 6 years Recommended |
| Leavers Information | |
| Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment. | Termination + 7 years <i>Recommended</i> |
| Exit interview notes | Termination + 7 years <i>Recommended</i> |
| Redundancy details, calculations of payments, refunds, notification to the Secretary of State | Six years from the date of redundancy Recommended |
| Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity | Six years from the end of the scheme year in which the event took place Statutory |
| Additional Employee Information | |
| Salary assessment forms – teachers | Current year + 6 years <i>Recommended</i> |
| Appraisal information | Current year + 6 years <i>Recommended</i> |
| Staff induction including ECTs Induction | Completion + 6 years <i>Recommended</i> within DFE statutory guidance ' Induction for early career teachers (England) ', April 2018 |
| Working time records | Two years from date on which they were made Statutory |