

DATA RETENTION SCHEDULE			
1. Child Protection			
Basic File Description	Statutory Provisions	Retention Period	Notes & Actions
1.1 Child Protection files	Education Act 2002, s175, related guidance "Safeguarding Children in Education", -September 2004	D.O.B. +25 years	SECURE DISPOSAL unless legal action is pending
1.2 Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.	Employment Practices Code: Supplementary Guidance 2.13.1. (Records of Disciplinary and Grievance) Education Act 2002 guidance "dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer.	SECURE DISPOSAL unless legal action is pending

2. Employer Policies, Personnel Records, and Payroll Documents			
Basic File Description	Statutory Provisions	Retention Period	Notes & Actions
2.1 Records related to the formulation of HR Policies and an Employee Handbook		Permanent	SECURE DISPOSAL unless legal action is pending
2.2 List of all members of staff and employees and dates of employment		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.3 Employee offer letters, confirmation of employment letters, written particulars of employment , contracts of		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.4 Information on benefits per member of staff/employee		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.5 Pension records		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.6 Training records		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.7 Collective workforce agreements and works council minutes		Permanently	SECURE DISPOSAL unless legal action is pending

2.8 Job applications, CVs and interview records	The Information Commissioner's Employment Practices Code, Parts 1.7.5 and 1.7.6	6 months after notifying unsuccessful candidates; 7 years after termination of an employee if the applicant <i>is</i> hired	SECURE DISPOSAL unless legal action is pending
2.9 Personnel Files (including all records relating to promotions, demotions, grievance procedures, resignation or termination letters)		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.10 Disciplinary Matters			
2.10.1 Verbal Warning	Employment Relations Act 1998	Records resulting from a verbal warning should be retained on file for 6 months then destroyed.	SECURE DISPOSAL unless legal action is pending
2.10.2 Written Warning	Employment Relations Act 1998	Records resulting from a written warning should be retained on file for 12 months then destroyed.	SECURE DISPOSAL unless legal action is pending
2.10.3 Final Written Warning	Employment Relations Act 1998	Records resulting from a final written warning should be retained on file for 12 months then destroyed.	SECURE DISPOSAL unless legal action is pending
2.11 Job descriptions and performance goals		7 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.12 Immigration checks	Immigration, Asylum and Nationality Act 2006	Up to 2 years after termination of employment	SECURE DISPOSAL unless legal action is pending
2.13 Records in relation to hours worked and payments made to workers	Section 9, National Minimum Wage Act 1998 Regulation 38, National Minimum Wage Regulations 1999	3 years beginning with the day upon which the pay reference period immediately following that which they relate ends	SECURE DISPOSAL unless legal action is pending
2.14 Records relating to accidents / injury at work.		Date of incident +40 years	SECURE DISPOSAL unless legal action is pending
2.15 Information relating to the member of staff's/employee's exposure to toxic substances (Medical Records to be stored separately in confidential location.)		Permanently	SECURE DISPOSAL unless legal action is pending

2.16 Working time opt-out forms	Regulations 5 and 9, Working Time Regulations 1998	2 years from the date on which they were entered into.	SECURE DISPOSAL unless legal action is pending
2.17 Records to show compliance with the Working Time Regulations 1998	Regulations 5, 7 and 9, Working Time Regulations 1998	2 years after the relevant period.	SECURE DISPOSAL unless legal action is pending
2.18 Annual leave records		6 years or possibly longer if leave can be carried over from year to year	SECURE DISPOSAL unless legal action is pending
2.19 Payroll and wage records for companies		6 years from the financial year end in which payments were made.	SECURE DISPOSAL unless legal action is pending
2.20 Maternity records	Regulation 26, Statutory Maternity Pay (General) Regulations 1986	3 years after the end of the tax year in which the maternity pay period ends.	SECURE DISPOSAL unless legal action is pending
2.21 Current bank details		No longer than necessary.	SECURE DISPOSAL unless legal action is pending
2.22 Records of advances for season tickets and loans		While employment continues and up to 6 years after repayment.	SECURE DISPOSAL unless legal action is pending
2.23 Death benefit nomination and revocation forms		While employment continues or up to 6 years after payment of benefit.	SECURE DISPOSAL unless legal action is pending
2.24 Consents for the processing of personal and sensitive data		For as long as the data is being processed and up to 6 years afterwards	SECURE DISPOSAL unless legal action is pending
2.25 Disclosure and Barring Service checks and disclosures of criminal record forms	Rehabilitation of Offenders Act 1974 The Information Commissioner's Employment Practices Code, Parts 1.7.4 and 2.15.3	Should be deleted following recruitment process unless assessed as relevant to ongoing employment relationship. The information may include information on any spent conviction permitted under the exceptions order	SECURE DISPOSAL unless legal action is pending
2.26 Emails - School based staff		Mail is retained for 6 months after a member of staff leaves employment with Cognita	SECURE DISPOSAL unless legal action is pending

2.27 Emails - Head Office staff		Mail is retained for 10 years after a member of staff leaves employment with Cognita	SECURE DISPOSAL unless legal action is pending
2.28 My Documents		Retention is down to local school policy	SECURE DISPOSAL unless legal action is pending

3. Pupil records			
Basic File Description	Statutory Provisions	Retention Period	Notes & Actions
3.1 Admission Registers		Date of last entry in the book (or file) +7 years.	SECURE DISPOSAL unless legal action is pending
3.2 Attendance Reports		Date of register + 3 years	SECURE DISPOSAL unless legal action is pending
3.3 Pupil Files Retained in Schools			
3.3.1 Primary	Transfer pupil files to the next school when the child leaves. All data except Alumni to be removed 7 years after pupil has left school		SECURE DISPOSAL unless legal action is pending
3.3.2 Secondary	Limitation Act 1980	D.O.B. of pupil + 25 years	SECURE DISPOSAL unless legal action is pending
3.3.3 Pupil applicants who did not enrol		2 years after application	SECURE DISPOSAL unless legal action is pending
3.3.4 Special Educational Needs files, reviews and Individual Education Plans		D.O.B. of the pupil + 35 years the review. NOTE; This retention period is the minimum period that any pupil file should be kept.	SECURE DISPOSAL unless legal action is pending
3.3.5. Records relating to accidents / injury in school		Date of incident +40 years.	SECURE DISPOSAL unless legal action is pending
3.4 Examination Results			
3.4.1 Internal examination results		7 years after leaving school	SECURE DISPOSAL unless legal action is pending
3.4.2 Any other records created in the course of contact with pupils		7 years after leaving school	SECURE DISPOSAL unless legal action is pending
3.4.3 Statement maintained under the Education Act 1996 section 324.	Special Education Needs Disability Act 2001 section 1.	D.O.B. + 35 years	SECURE DISPOSAL unless legal action is pending

3.5 Proposed statement or amended statement	Special Education Needs Disability Act 2001 section 1.	D.O.B. + 35 years	SECURE DISPOSAL unless legal action is pending
3.6 Advice and information for parents regarding Educational needs	Special Education Needs Disability Act 2001 section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
3.7 Accessibility strategy	Special Education Needs Disability Act 2001 section 14.	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
3.8 Parental permission slips for school trips where there has been no major incident.		Conclusion of trip	SECURE DISPOSAL unless legal action is pending
3.9 Parental permission slips for school trips where there has been a major incident	Limitation Act 1980	D.O.B. of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip need to be maintained to show that the rules for all pupils had been followed.	SECURE DISPOSAL unless legal action is pending
3.10 Pupil emails		Retention is down to local school policy	SECURE DISPOSAL unless legal action is pending
3.11 My Documents		Retention is down to local school policy	SECURE DISPOSAL unless legal action is pending

4. Complaint Records			
Basic File Description	Statutory Provisions	Retention Period	Notes & Actions
4.1 Any data relating to a complaint, issue or potential complaint or issue relating to - any pupil: - the school - any act or omission of any member of staff or other employee or any contractor engaged by the school:		During the period which the complaint or issue is investigated until final disposition of the matter and thereafter for a period of 7 years. DO NOT DESTROY OR DELETE UNLESS AND UNTIL DESTRUCTION HAS BEEN SPECIFICALLY APPROVED BY Cognita's Educational Compliance Officer	Please refer to Cognita Complaints Procedure Policy

- anything which happened in or around any premises occupied by the school			
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5. Litigation			
Basic File Description	Statutory Provisions	Retention Period	Notes & Actions
5.1 Records relating to pending, threatened or reasonably anticipated litigation, government investigation, or complaint or other claim		During the period in which the litigation, investigation complaint or claim is contemplated, pending or threatened and until final disposition of the matter and thereafter for a period of 7 years .CHECK WITH Cognita's Data Protection Officer before destroying data.	SECURE DISPOSAL unless legal action is pending