

SHAW WOOD ACADEMY



DATA RETENTION AND MANAGEMENT POLICY

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| Date Prepared 26/03/2018 | Prepared By : MR | Review Date : April 2020 |
| Approved By Governors : | Signed By Chair: | Dated By Chair: |

Introduction

Shaw Wood Academy recognises that by efficiently managing our records, we are able to comply with our legal and regulatory obligations and to contribute to the effective overall management of the school.

Rationale

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 is achieved and can be audited.

1 Aims and Objectives of the Policy

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

1.2. 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 or received, and then stored, in hard copy or electronically.

1.3. A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

2 Responsibility

2.1. 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 School Business Manager (SBM).

2.2. A copy of the Information Management Toolkit for Schools (IRMS) is very comprehensive and is in the policy folder and a hard copy is available in both the school office and the archive room. However, should there still be some uncertainty, the SBM will give guidance about 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.

2.3. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of securely and safely.

3 Relationship with existing policies

This policy has been drawn up within the context of:

- Information Management Toolkit for Schools (IRMS)
- Freedom of Information Policy
- New Data Protection Policy 2018
- ICT Policy
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

This policy will be reviewed every two years.

Monitoring and Review

The effectiveness of this policy will be monitored and evaluated by the School Business Manager and will be reviewed every two years.