

# Upton-by-Chester High School

## Data Retention Policy



Policy Link	
SLT	Mrs E Bradbury
Governor	Mr D Rowlands
Statutory	Yes

To	Date
Committee	February 2025
Full Governing Body	March 2025
Next Review	February 2027
Make available on:	Yes/ No
School website	Yes
Staff shared area	Yes

*'Learning to shape the future'*

## **1. Introduction**

- 1.1 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 organisation. 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.

## **2. Scope Of The Policy**

- 2.1 This policy applies to all records that are 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 the transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

## **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 Headteacher. Line managers at all levels within the school are responsible for ensuring that those reporting to them are conversant with this policy and comply with it.
- 3.2 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. The school follows the Information and Records Management Society (IRMS) record retention schedule found in the Records Management Toolkit for schools. A copy of the retention schedule is provided within Appendix A.

## **4. Relationship With Other Policies & Legislative Requirements**

- 4.1 This policy has been drawn up within the context of the school's GDPR & Data Protection Policy; its Freedom of Information Act Publication Scheme; and with other legislative and regulatory requirements.