

INFORMATION AND RECORDS RETENTION POLICY

- 1 This policy sets out a structured approach to reviewing and destroying records in relation to the Queen's School (the **School**).
- 2 The retention period for each type of record is shown in the table below. Occasionally there may be special circumstances which mean that a record should be kept for longer.
- 3 The retention periods stated in the table below are the minimum storage requirements, in practice the School carries out a data cleanse of its files every 12 months. Accordingly, a 3-year retention period means 3 years plus up to 12 months to allow the School to securely dispose of the information.
- 4 This policy does not apply to records connected with commercial activities.

	Record	Retention period
1	Pupils	
1.1	Attendance registers (however held)	DOB of the pupil + 24 years
1.2	Child protection records	DOB of the pupil + 50 years
1.3	Medical records held by the School	DOB of the pupil + 24 years
1.4	Counselling records held by the School	DOB of the pupil + 24 years
2	Pupil files	
2.1	Pupil files (including public examination scripts, marks & results)	DOB of the pupil + 24 years
2.2	Internal examination scripts, marks & results	DOB of the pupil + 24 years
2.3	Special Educational	DOB of the pupil + 24 years

	Record	Retention period
	Needs files, reviews and Individual Education Plans	
2.4	Statement of Special Education Needs (SEN) and Education Healthcare (EHC) Plans	Not retained once the pupil has left the School
2.5	Documents that are required to be retained for each migrant enrolled under Tier 4 (General) Student or Tier 4 (Child) Student visas	Through the period of sponsorship and for whichever is the shorter period of either: <ul style="list-style-type: none"> • one year from the date that the School ends sponsorship of the Tier 4 student, or • if the Tier 4 student is no longer sponsored, the point at which a Home Office compliance officer has examined and approved the documents
3	Permissions	
3.1	Parental permission slips for school trips	DOB of the pupil + 24 years
4	Admission department and bursarial records	
4.1	Admission and	DOB of the pupil + 24 years

	Record	Retention period
	parent contract documents including registration form, letter of offer and acceptance form	
4.2	Admissions documents relating to applicants who did not join the School	When the individual becomes 18 years' old (where the individual did not come to the school), otherwise DOB of the pupil + 24 years
4.3	Financial information in respect of fees	DOB of the pupil + 24 years
4.4	Working time opt-out forms	Two years from the date on which they were entered into
5	Health and safety information - pupils	
5.1	Accident reports including first aid / accident book	DOB of the pupil involved in the incident + 24 years
5.2	Reportable injuries, diseases and dangerous occurrences	Minimum statutory retention period is at least 3 years but, the record should be kept for DOB of the pupil involved in the incident + 24 years

	Record	Retention period
	(RIDDOR) reports or own record	
5.3	Incident investigations and reports, risk assessments and other relevant documents where there has been an accident or incident	DOB of the pupil involved in the incident + 24 years
6	Alumni records	
6.1	General alumni correspondence, membership forms etc	Indefinitely
7	Keeping information for longer	
7.1	Records which do not contain personal data, for example, old photographs of School buildings, title deeds etc	Can be kept indefinitely

	Record	Retention period
7.2	Records relating to a number of pupils, or the School generally, such as old class photographs, lists of pupils attending the School in any given year, School prospectuses, newspaper cuttings, social media etc	Indefinitely
7.3	Records concerning specific pupils kept for a valid reason. For example, a poem written by an exceptionally gifted pupil.	Indefinitely
8	CCTV, videos and photographs	
8.1	CCTV footage	Up to 90 days.
8.2	Photographs of pupils for internal	DOB of the pupil + 24 years

	Record	Retention period
	administration purposes e.g. to identify the pupil or photographs used on security passes	
8.3	Photographs or videos of pupils used as part of the curriculum e.g. a video of a drama lesson/ performance or as part of an art project	DOB of the pupil + 24 years
9	Employment	
9.1	Recruitment records of unsuccessful candidates	Six months after notifying unsuccessful candidates