



**The Kite  
Academy  
Trust**  
Flying high  
together

# **KITE ACADEMY TRUST**

## RECORDS RETENTION POLICY

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# 1 Introduction

The main aim of this policy is to enable the Kite Academy Trust to manage our records effectively and in compliance with data protection and other regulation. As an organisation we collect, hold, store and create significant amounts of data and information; this policy provides a framework of retention and disposal of categories of information and documents. The Kite Academy Trust is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.

The table below sets out the main categories of information that we hold in key areas of our work, the length of time that we intend to hold them, and the reason for this. The Appendix 1 refers to more specific records.

Section 3 of this policy sets out the destruction procedure for documents at the end of their retention period. The Data Protection Officer shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this policy should be referred to them.

If a document or piece of information is reaching the end of its stated retention period, but you are of the view that it should be kept longer, please refer to the Data Protection Officer who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

# 2 Document Retention Period

DOCUMENT TYPE	LEGISLATION / REASONS FOR RETENTION	REQUIREMENT
<b>COMPANY RECORDS</b>		
Company Articles of Association, Rules / bylaws	Companies Act 2006 Charities Act 2011	Permanent
Academy Funding Agreement and any supplemental agreements	Charities Act 2011	Permanent
Trustee minutes of meetings and written resolutions	Companies Act 2006 Charities Act 2011	10 years
Member minutes of meetings and written resolutions	Companies Act 2006 Charities Act 2011	10 years
Documents of clear historical / archival significance	Data Protection regulation	Permanent if relevant data protection regulation provisions are met
Contracts e.g. with suppliers or grant makers	Limitation Act 1980	Length of contract term plus 6 years
Contracts executed as deeds	Limitation Act 1980	Length of contract term plus 12 years
IP records and legal files regarding provision of service	Limitation Act 1980	Life of service provision or IP plus 6 years

<b>TAX AND FINANCE</b>		
Annual accounts and review (including transferred records on amalgamation)	Companies Act 2006 Charities Act 2011	Current year +6 years
Tax and accounting records	Finance Act 1998 Taxes Management Act 1970	6 years from end of relevant tax year
Information relevant for VAT purposes	Finance Act 1998 and HMRC Notice 700/21	Minimum 6 years from end of relevant period
Banking records / receipts book/sales ledger	Companies Act 2006 Charities Act 2011	6 years from transaction
<b>EMPLOYEE / ADMINISTRATION</b>		
Payroll / Employee / Income Tax and NI records: P45; P6; P11D; P60, etc.	Taxes Management Act 1970 / IT (PAYE) Regulations	6 years from end of relevant tax year
Maternity pay	Statutory Maternity Pay Regulations	3 years from end of relevant tax year
Sick pay	Statutory Sick Pay (General) Regulations	3 years from end of relevant tax year
National Minimum Wage records	National Minimum Wage Act	3 years from end of relevant tax year
Foreign national ID documents	Immigration (Restrictions on Employment) Order 2007 Independent School Standards Regulations	Minimum 2 years from end of employment
HR files and training records	Limitation Act 1970 and Data Protection regulation	6 years from end of employment Where training relates to safeguarding or other child-related training: Date of the training plus 40 years (This retention period reflects that the IICSA may wish to see training records as part of an investigation)
Records re. working time	Working Time Regulations 1998 as amended	2 years
Job applications (CVs and related materials re unsuccessful applicants)	ICO Employment Practices Code (Recruitment & Selection) Disability Discrimination Act 1995 & Race Relations Act 1976	6 months from notification of outcome of application

Pre-employment / volunteer vetting	ICO Employment Practice Code Independent School Standards Regulations	All relevant information should be added to the Staff Personal File and all other information retained for 6 months
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Keeping Children Safe in Education; statutory guidance for schools and colleges. Working Together to Safeguard Children; a guide to interagency working to safeguard and promote the welfare of children.	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then review. Allegations that are found to be malicious should be removed from personnel files. If found, they are to be kept on the file and a copy provided to the person concerned.
Disclosure & Barring Service checks	Single Central Record Requirements under Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014;	Record only satisfactory / unsatisfactory result and delete other information. If copy is kept, not to be retained beyond 6 months (see DfE statutory guidance 'Working Together to safeguard children')
Volunteer records		6 months after the volunteer stops volunteering.
<b>INSURANCE</b>		
Employer's Liability Insurance	Employers' Liability (Compulsory Insurance Regulation) 1998	Closure of the school +40 years
Policies	Commercial	6 years after lapse
Claims correspondence	Commercial	6 years after settlement
<b>HEALTH &amp; SAFETY / MEDICAL</b>		
General records	Limitation Act 1970	Minimum 3 years
Health and Safety Risk Assessments		Life of assessments + 3 years
Records re. work with hazardous substances	Control of Substances Hazardous to Health Regulations 2002	40 years from the date of the last entry made in the record

Accident books / records and reports	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	3 years after last entry or end of investigation Where the accident involved a child under the age of 18, records should be kept until the child reaches age of 21
Medical Scheme documentation	Commercial	Permanent unless personal data is included
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years
Fire Precautions log books		Current year + 6 years
<b>PREMISES / PROPERTY</b>		
Original title deeds		Permanent / to disposal of property
Leases	Limitation Act 1980	6 years after lease has expired
Building records, plans, consents and certification and warranties etc.	Limitations Act 1980	6 years after disposal or permanent if of historical / archival interest. Carry out review e.g. longer retention if possible actions against contractors
All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years
Records relating to the monitoring of contracts		Current year + 2 years
Records relating to the letting of academy premises		Current financial year + 6 years
All records relating to the maintenance of the school carried out by contractors		Whilst the building belongs to the school
All records relating to the maintenance of the academy carried out by academy employees including maintenance log books		Whilst the building belongs to the school

<b>PENSION RECORDS</b>		
Records about employees and workers	For all categories see: Detailed Guidance for Employers: (April 2017) pensions regulator.gov.uk	Permanent
Records re. the Scheme		Permanent
Records re active members and opt in / opt out		Permanent
Trust Deed / Rules and HMRC approvals		Permanent
Trustees' Minutes and annual accounts		Permanent
Policies including investment policies		Permanent
<b>PUPILS</b>		
Educational Record	<p>Pupil information Regulations 2005 (maintained schools only) - same approach applied in academy context.</p> <p>Data Protection regulation</p>	<p>File passed to new school – no retention of any data unless:</p> <ul style="list-style-type: none"> <li>• The pupil left for elective home education</li> <li>• Missing from education</li> <li>• Left the UK</li> </ul> <p>Then data should be stored for 25 years from the pupil's date of birth.</p>
Child Protection information (on child's file)	<p>Keeping Children Safe in Education; statutory guidance for schools and colleges.</p> <p>Working Together to Safeguard Children; a guide to interagency working to safeguard and promote the welfare of children.</p>	<p>Sent securely to next school and obtain acknowledgement of receipt.</p> <p>A copy can be made and held until this acknowledgement is received and then all copies destroyed unless:</p> <ul style="list-style-type: none"> <li>• The pupil left for elective home education</li> <li>• Missing from education</li> <li>• Left the UK</li> </ul> <p>Then data should be stored for 25 years from the pupil's date of birth.</p>

Child Protection Information in other files	<p>Keeping Children Safe in Education; statutory guidance for schools and colleges.</p> <p>Working Together to Safeguard Children; a guide to interagency working to safeguard and promote the welfare of children.</p>	<p>Sent securely to next school and obtain acknowledgement of receipt.</p> <p>A copy should be retained for 25 years from the pupil's date of birth then review. These records will be subject to any instruction given by IICSA</p>
<b>SPECIAL EDUCATIONAL NEEDS</b>		
SEN files	<p>Limitation Act 1980</p> <p>Children and Family's Act 2014</p> <p>Special Educational Needs and Disability Act 2001</p>	<p>Date of birth of the pupil plus 31 years</p> <p>(An EHCP is valid until the individual reaches the age of 25 years. The retention period adds an additional 6 years from the end of the plan)</p>
Education Health and Care Plans	<p>Special Educational Needs and Disability Regulations 2001</p> <p>Children and families Act 2014, part 3</p>	<p>Date of birth of the pupil plus 31 years</p> <p>(An EHCP is valid until the individual reaches the age of 25 years. The retention period adds an additional 6 years from the end of the plan)</p>
Statements of Special Educational Needs (now historic)	Originally under Special Educational Needs and Disability Regulations 2001	<p>Date of birth of the pupil plus 31 years</p> <p>(An EHCP is valid until the individual reaches the age of 25 years. The retention period adds an additional 6 years from the end of the plan)</p>
Attendance registers	Pupil Registration Regulations 2006 Regulation 14	<p>Any paper register immediately recorded digitally and destroyed.</p> <p>For computerised registers retain until 3 years after the end of the school year during which the entry was made. This applies to every back up copy.</p>
<b>PARENTS</b>		
Name and contact information	Pupil Registration Regulations 2006 (for basic name and contact details. Otherwise usually operational in accordance with the statutory functions of the school).	Usually, for the duration that the parent has a pupil at the academy. Otherwise subject to case by case justification.



### 3 Deletion of Documents

When a document is at the end of its retention period, it should be dealt with in accordance with this policy.

#### Confidential waste

All confidential waste should be shredded. If papers are held prior to shredding they must be stored in a secure cupboard/drawer.

Anything that contains personal information should be treated as confidential.

#### Other documentation

Other documentation can be deleted or placed in recycling bins where appropriate.

#### Automatic deletion

Certain information may be automatically archived by the computer systems, details of which are set out below.

#### Individual responsibility

Much of the retention, destruction and deletion of documents will be automatic, but when faced with a decision about an individual document, you should ask yourself the following:

- Has the information come to the end of its useful life?
- Is there a legal requirement to keep this information or document for a set period? (Refer to Table or Appendix for more information)
- Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)
- Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?
- Is the document of historic or statistical significance?

If the decision is made to keep the document outside the retention guidelines of this policy, this should be referred to the Data Protection Officer and reasons given.

### Document Management

<b>Document ID:</b>	P1086		
<b>Last Review:</b>	April 2023	<b>Review Period:</b>	3 years
<b>Responsibility of:</b>	Data Protection Officer	<b>Ratified by:</b>	Trustees (24.05.23)

## Appendix 1 – Academy Document Retention

DOCUMENT DESCRIPTION	STATUTORY PROVISION	RETENTION PERIOD
<b>Academy Council</b>		
Agendas/notes for Academy Council meetings		One copy of the agenda should be retained with the minutes permanently.
Reports presented to the Academy Council		Reports should be kept for a minimum of 6 years. However, if the notes refer directly to individual reports then the reports should be kept permanently.
Action plans created and administered by the Academy Council		Life of the action plan + 3 years.
Records relating to complaints dealt with by the Academy Council		Date of the resolution of the complaint + 6 years minimum, then review for further retention in case of contentious disputes.
<b>HEAD &amp; SLT</b>		
Log books of activity in the academy maintained by the Academy Head		Date of last entry in the book + a minimum of 6 years then review.
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review.
Reports created by the Academy Head or the Management Team		Date of the report + a minimum of 3 years then review.
Records created by Academy Heads and other members of staff with administrative responsibilities		Current academic year + 6 years then review.
Correspondence created by Academy Heads and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review.
Professional Development Plans		Life of the plan + 6 years.
Academy Development Plans		Life of the plan + 6 years.

<b>ADMISSIONS PROCESS</b>		
All records relating to the creation and implementation of the Academy Admissions' Policy	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels.	Life of the policy + 3 years then review
Admissions – if the admission is successful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels.	Date of admission + 1 year
Admissions – if the appeal is unsuccessful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels.	Resolution of case + 1 year
Register of Admissions	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.
Proofs of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels.	Current year + 1 year
Supplementary Information form including additional information such as religion, medical conditions etc.		<p><b>For successful admissions</b> This information should be added to the pupil file</p> <p><b>For unsuccessful admissions</b> Until appeals process completed</p>
<b>SCHOOL MEAL MANAGEMENT</b>		
Free School Meals Registers		Current year + 6 years
School Meals Registers		Current year + 3 years
School Meals Summary Sheets		Current year + 3 years

## SCHOOL MEAL MANAGEMENT

SATS Results		<p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches 25 years of age (see Educational Record Retention information).</p> <p>The academy may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison.</p>
Examination Papers		<p>The examination papers should be kept until any appeals/validation process is complete</p>
Published Admission Number (PAN) Reports		<p>Current year + 6 years</p>
Value Added and Contextual Data		<p>Current year + 6 years</p>
Self-Evaluation Forms		<p>Current year + 6 years</p>