

## Retention Periods – Prior Heath Infant School – May 2018

DESCRIPTION	RETENTION PERIOD ** electronic data under review
<b>STAFF – SUCCESSFUL APPLICANTS</b>	<i>(after 7 years list of name/dates only kept for references)</i>
Application forms, interview notes and references	7 years after employment ends**
Personnel Files incl qualification proof, contracts etc	7 years after employment ends
Right to work in UK checks – usually copy of passport	2 years after employment ends
Proof of Identity documents for DBS purposes	Until DBS check received
Details of criminal convictions (all DBS checks)	Until decision made/summary of risk assessment retained on file if successful
DBS check certificate information (for single list)	OVERVIEW sheet only to be retained; place in personnel file when leaves
Proof of qualification	7 years after employment ends
Redundancy details and calculations	7 years from the redundancy date
Disciplinary/grievance/probationary records	warnings 1 year approx/7 years after employment ends
Allegations of a child protection nature against staff - <b>DESTROY DATE ADDED TO ENVELOPE</b>	10 years from date of allegation incl unsubstantiated <b>Removed immediately</b> if malicious
Appraisal	7 years after employment ends
Payroll and associated records	7 years
All Training Records	7 years
Statutory Sick pay records and self-certificates	7 years after employment ends
Statutory Maternity/Paternity/Adoption pay records	Until the relevant child is <b>18</b>
Occupational Health Information	7 years after employment ends
Bank Details for reimbursement of travel	Ideally , destroyed when leave school **
Photo Board	Destroyed when leave school
<b>PUPILS AND STAFF ACCIDENT DATA</b>	
Accident books/accident records /RIDDOR records (mixed ages)	<b>Until they reach 21: keep all 21 yrs + 3</b>
<b>GOVERNORS</b>	
All Training Records	7 years
Governor appointment form/DBS overview sheet	7 years after resigned/left
Attendance on website	2 years of data kept
All Business Interests	7 years
Minutes of meetings	<b>Indefinitely</b> – may be archived at Woking History Centre
Photo board	<b>Destroyed when leave post</b>
<b>VOLUNTEERS</b>	
Volunteer application/DBS overview sheet	Until no longer volunteering
<b>SINGLE LIST</b>	7 years
<b>PUPIL DATA</b>	
Pupil files including admission forms	4 years after leaves
Sen Data/files	4 years after leavers
SEN Provision mapping (mixed year groups)	7 years after leaves
Child Protection Files	Passed to feeder school/receipt requested
Pupil assessment data including Pupil Premium	4 years after leaves
Pupil photos for workbooks/subject lead/class book	4 years after leaves
Consent forms	4 years after leaves
Gifted Child data	4 years after leaves
High Risk Medical data (mixed year groups)	7 years after leaves
Incident log (mixed year groups)	7 years after leaves
Parent complaints email copied/paper copy	4 years after leaves
Pupil Attendance data (paper registers and electronic data)	4 years after leaves
Every Child matters folder	4 years after leaves
Pupil Workbooks	4 years after leaves if kept for impact
<b>UNSUCCESSFUL JOB APPLICANTS</b>	
Application forms/interview notes/references	1 year from interview
<b>ON SPEC CURRICULUM VITAE/APPLICATION FORMS</b>	2 years from receipt

<b>PHOTOS</b>	
Pupil photos – Year books	TBC
Pupil/Staff photos – newsletters and photo gallery on website	Removed after 2 years
Pupil/Staff photos – website tour of school/homepage/prospectus	If consent given, then removed when updated
Consent form for photos for website tour/homepage/prospectus	Consent forms kept while photos live