

Information & Records Retention Policy

<i>Purpose</i>	Ensuring Legal Compliance and Effective Management of School Records
<i>Regulatory or legal requirement addressed by policy</i>	This policy ensures that London Park Schools manages and retains records in compliance with UK GDPR, the Data Protection Act 2018, and other statutory education requirements.
<i>Approved by</i>	Principal/Heads of LPS Mayfair, LPS Hybrid & LPS Sixth / LPS Clapham
<i>Policy owned by</i>	Head of Operations
<i>Date Effective From</i>	September 2025
<i>Date of next review</i>	August 2026

1. Purpose

This policy sets out the principles and procedures for managing, retaining, and disposing of records and information at London Park Schools. It ensures compliance with the Data Protection Act 2018, UK GDPR, Freedom of Information Act 2000, and relevant education regulations.

2. Scope

This policy applies to all records created, received, or maintained by staff during school operations, regardless of format (paper or electronic). It includes student records, staff records, governance documents, financial records, and operational data.

3. Responsibilities

- The Head of Operations oversees implementation and compliance.
- All staff are responsible for maintaining accurate records and following retention schedules.
- Annual audits will be conducted to review data held and ensure it is still required.

4. Principles of Retention

- Records must be retained only for as long as necessary.
- Retention periods are based on statutory requirements or operational need.
- Records must be securely disposed of when no longer required.
- A data retention schedule will be maintained and reviewed annually.

5. Retention Schedule Overview

Record Type	Retention Period	Legal Basis
Student records	Until Student is 25	Limitation Act 1980
Child protection records	Until Student is 25 (or 75 if related to sexual abuse)	IICSA recommendations
SEND/EHCP plans	Until Student is 25	SEND Code of Practice
Attendance registers	6 years	School Attendance Regulations 2024
Admissions records	6 years	School Attendance Regulations 2024

Staff records	6 years after employment ends	Data Protection Act 2018
Allegations against staff	Retirement age or 10 years	KCSIE guidance
Financial records	6 years	HMRC requirements
Educational visit records	10 years	Limitation Act 1980
Governors' minutes	10 years or permanent	Companies Act 2006

6. Data Management Duties

- Maintain a data retention schedule that outlines how long each type of record is kept.
- Conduct annual data audits to ensure data is still needed and up to date.
- Securely dispose of records using cross-cut shredders or certified destruction services.
- Document destruction with a log including record type, quantity, and authorisation.
- Transfer Student records securely when a child moves schools or completes education.

7. Special Categories of Data

- Safeguarding records must be transferred separately from the main Student file and retained longer if related to abuse.
- SEND transition data must be shared in line with the SEND Code of Practice.
- Staff data under TUPE must follow ICO guidance when employment transfers.

8. Archiving

- Records of historical or community interest (e.g. school photos, governance history) may be offered to the local authority archive service.
- Personal data in archived records must be minimised.

9. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation or operational needs.