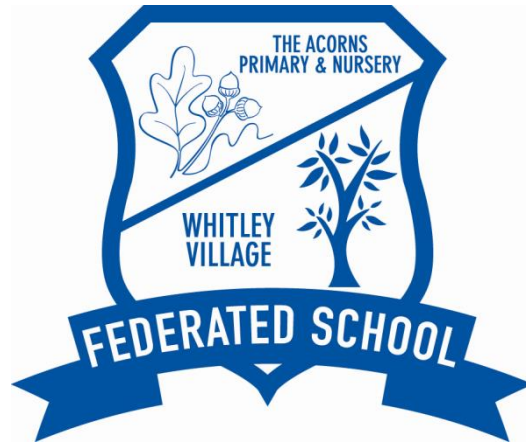


THE ACORNS PRIMARY and NURSERY and WHITLEY VILLAGE
FEDERATED SCHOOL



Disposal of Records Policy

(LA Adopted)

November 2021

1. Scope of the policy

- 1.1 Each individual school should have a records management policy. This policy applies to all records created, received or maintained by staff of The Acorns and Whitley Village Federated School in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by The Acorns and Whitley Village Federated School and which h are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 1.3 The Records Management Policy applies to records in all formats, both paper and electronic.
- 1.4 A small percentage of the school's records will be retained permanently in line with the School's retention schedule.

2. Definitions

- 2.1 "The School" means The Acorns and Whitley Village Federated School
- 2.2 "FOIA" means the Freedom of Information Act 2000 and amendments.
- 2.3 "DPA" means Data Protection Act 2018
- 2.4 "GDPR" means General Data Protection Regulation 2018
- 2.4 The "Accounting Officer" means the individual who has overall accountability for records management.
- 2.5 "DfE" means the Department of Education

3. Statutory and Regulatory Environment

The Acorns and Whitley Village Federated School is a data controller with obligations set out in the Data Protection Act "DPA" and General Data Protection "GDPR" 2018 and a public authority with obligations under the Freedom of Information Act "FOIA" 2000.

The legislation and regulatory framework for records management is outlined below and includes:

- The Data Protection Act 2018
- General Data Protection Regulation 2018
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The Public Records Act 1958
- The Re-use of Public Sector Information Regulations 2005
- Section 46 of the Freedom of Information Act – Records Management
- BS ISO15489 – Records management

- The ICO's published guidance and codes of practice

4. Principles of good records management

The School accepts the following core principles as essential to maintaining effective records management. The principles apply to the management of all records, whether paper or electronic:

1. Records management is recognised as a core ~~corporate~~ function
2. Records management policies and procedures are applied consistently across The Acorns and Whitley Village Federated School
3. Records management are mapped to business functions and activities
4. Records are created according to agreed forms and structures
5. Records are kept in systems that enable them to be stored, retrieved, used and shared as necessary.
6. Records are maintained in a safe and secure environment, where access to them is controlled.
7. Records are retained only for as long as they are required, in line with the relevant legislation, as set out in the retention schedule. The School will be able to explain why records are no longer held.
8. Compliance is regularly monitored and assessed by the accounting officer
9. Paper arrangements are made for the long-term preservation of and access to materials of historic significance.
10. Paper records are recorded with an appropriate naming convention so that the records can be easily retrieved.

5. Retention Schedule

- 5.1 A retention schedule is a list of records for which pre-determined destruction dates have been established.
- 5.2 The School will comply with the Department of Education's "DfE" retention schedule.
- 5.3 The retention schedule is applicable to any record which performs the function covered by this guidance. Records may include files, microform, electronic records or any other format.

6. Responsibilities

- 6.1 The School is responsible for maintaining and record keeping systems in accordance with the regulatory environment. The "accounting officer" will be the person with overall responsibility for this policy, the Data Protection Lead, Mrs C Catherall
- 6.2 The individual responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by checking annually to see if records are stored securely and can be accessed appropriately.

6.3 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.

6.4 The accounting officer will be responsible for ensuring principles of good records management are followed.

7. Monitoring and Compliance

7.1 Ongoing monitoring and compliance with this policy and supporting standards will be undertaken on a regular basis by the accounting officer, with assistance from the School's Data Protection Team.

8. Review

8.1 This policy will be reviewed annually if required and may be subject to change.