



Issue Date	Jan 2024
Next Review Date	Sept 2025

DATA RETENTION & STORAGE POLICY

1. Aims

Woldingham School seeks to balance the benefits of keeping detailed and complete records,, must be borne in

Data Protection Policy and UK law, the Data Protection Act 2018 [DPA].

2. Data Storage

Information and records relating to students, parents and staff will be stored securely and will only be accessible to authorised school staff. Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately. See Appendix 1 for school guidelines.

It is Woldingham School’s responsibility, through the Director of IT and Data Compliance, to ensure all personal and school data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party. This and other data and system security matters are covered in Woldingham Schools Information Security policies.

3. Child protection and document retention

In the light of the Independent Inquiry into Child Sexual Ab Ah A 1 TJ0 Tc 0 Tw 3.13 0 Td()Tj-0.001 Tc 0.003 Tw 0.228

personal data of individuals as defined in the Att84 13. /Artifact BMC 1 g698 162.24 470.64 13.44 refEMC BT/P AMCID

“special category data” for the purposes of the DPA and therefore be subject to data protection law which can override school policy in the case of any conflict with aspects of these guidelines.

As a general rule, statutory legal duties and safeguarding requirements will override data protection concerns in the event of any contradiction. Certain personal data may legitimately need to be retained or disclosed subject to a private contractual duty (e.g. under a parent contract).

6. Secure disposals of documents

When data is to be destroyed, this may be carried out by an appropriately licenced third party. For

Appendix 1 -

Accounting records	Current records plus 6 years	Head of Finance
Tax and VAT returns	Current records plus 6 years	Head of Finance
Budget and internal financial reports	Minimum - 3 years	Head of Finance
INTELLECTUAL PROPERTY RECORDS		

Formal documents of title (trade mark or registered design certificates; patent or utility model certificates)

Appendix 2 -