

Thomas Coram Centre and Nursery School

Data Retention and Disposal of Records Policy



Thomas Coram Centre
and Nursery School
49 Mecklenburgh Square
London WC1N 2NY



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Introduction

Personal data shall be kept only for as long as it is required for the purpose it was collected for and no longer. Further information can be found using Camden's Retention Guidance for Schools, which outlines how long information should be kept for. It also specifies how it is disposed of at the end of this period.

Each entry in the Information Asset Register shall have a destruction date attached to it, as per the Retention Guidance. The Information Asset Owners are responsible for ensuring deletion/destruction is carried out in accordance with the Retention Guidance, and also for keeping the necessary records to show that data have been appropriately destroyed. Other records (those not included in the Asset Register) may also be managed according to the Retention Guidance to assist with managing files. Staff will seek advice if uncertain about how long they should be keeping a record.

The designated records manager at Thomas Coram is Manoj Patel (School Business Manager), with responsibility for making sure records are retained, reviewed and destroyed appropriately.

Best Practice Questions:

- Why am I holding this data?
- Do I need to pass it on? Once I have passed it on, am I required to keep it? Do I still need to use it?

How to dispose of data securely

External providers must shred records on site. The provider should produce a certificate of destruction. Staff working for the external provider should be trained in the handling of confidential documents.

Disposing of paper records

Hard copies of confidential, official records or those containing personal data cannot be disposed of in the regular waste or a skip.

Appropriate methods include:

- Office shredding machines for small quantities or for highly sensitive and confidential documents that should be shredded immediately. If possible use cross-cut or micro-shredders rather than strip-cut shredders as they provide shorter-length strips, and make sure you agree a secure process for using the shredder
- Secure shredding cabinets or confidential waste sacks- These can be used to store records safely until they can be removed for shredding or recycling. They must be located in a secure office location.

Disposing of electronic and other media records

Electronic records containing personal data must be securely deleted including all backups and copies.

Camden SITSS(ICT department) advice on the most appropriate deletion method.

Child protection records: Retention

Currently, it is an offence to destroy any records that might be relevant to the Independent Inquiry into Child Sexual Abuse (IICSA). This requirement overrides any UK data protection laws.

This includes any materials regarding:

- Allegations (substantiated or not) about anyone who may have been involved in or had knowledge of child sexual abuse or exploitation
- Allegations (substantiated or not) about individuals engaging in sexual activity with, or having a sexual interest in, children
- Institutional failures to protect children from sexual abuse or other exploitation
- Statutory responsibilities for the care of children in public or private care
- Development of policies or legislation on child protection
- The determination of an Honours award to anyone now demonstrated to have had a sexual interest in children, or suspected of having such an interest.

The school:

- Must not keep more personal information on file than is absolutely necessary under the UK General Data Protection Regulation (UK GDPR)
- Should refer to Camden's retention schedule.

Records stored on a pupil file should be kept:

- Until the child has left the school

Child protection files (separate) files should be kept:

- For 25 years from the child's date of birth and then review whether you still need them.

Allegations made against staff- Retention

Records of allegations should be retained at least until the accused person has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer (unless they fall under the remit of the IICSA - see the first section, above).

If allegations of abuse made about a member of staff were found to be malicious or false, remove details of those allegations from personnel records

For all other allegations:

- Keep a clear and comprehensive summary of the allegation, including details of how it was followed up; how it was resolved; any action taken; any decisions reached; and the outcome
- Provide a copy of the report to the person concerned, where agreed by children's social care or the police
- Keep a declaration on whether the information will be referred to in any future reference

Court orders relating to pupils- Retention

Under the requirements of UK data protection law, you must not keep more personal information on file than is absolutely necessary. Therefore, you should only keep a copy of a court order relating to a pupil if having this extra information would be useful. This information is kept securely to prevent unauthorised access.

First aid, accident and medical records- Retention

Records relating to first aid, accidents and medicines have different retention requirements set by various pieces of legislation.

Accident book/ first Aid records/ RIDDOR: retention

The Social Security (Claims and Payments) Regulations 1979 require schools with 10 or more employees to keep an accident book, and to retain records in this book for at least 3 years after the last entry in the book.

Administering medicines: retention

Records for medicines administered to children should be kept for as long as those children are pupils at the school.

Staff personnel files- Retention

There's no explicit statutory requirement for retention of staff personnel files. However, The Information and Records Management Society (IRMS) recommends files are stored for 6 years after an employee stops working for you, and then dispose of them securely.

Information should include:

- Tax code and National Insurance number
- Pay
- Holiday
- Hours of work
- Paid sickness (if more than 4 days) and statutory sick pay
- Copies of proof of right to work, which should be kept for the duration of employment, and for 2 years afterwards
- Personal details

- References
- Employment history
- Details of terms and conditions
- Absence:
- Disciplinary action and termination of employment