



**Inspiring Futures  
Through Learning**

Inspiring Futures Through Learning

**Records Management Policy**

January 2021 to January 2023

*At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.*

**\*Including all IFtL Schools, Milton Keynes Teaching School Alliance and Two Mile Ash Initial Teaching Training Partnership**

<b>Policy name:</b>		
<b>Version:</b>		V2
<b>Date relevant from:</b>		January 2021
<b>Date to be reviewed:</b>		January 2023 <i>This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>		IFtL Head of Operations
<b>Statutory (Y/N):</b>		Y
<b>Published on website*:</b>		3C

<b>Policy level**:</b>	1
<b>Relevant to:</b>	All employees through all IFtL schools and departments
<b>Bodies consulted:</b>	
<b>Approved by:</b>	IFtL Board of Trustees
<b>Approval date:</b>	

**Key:**

**\* Publication on website:**

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**\*\* Policy level:**

1. Trust wide:
  - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
    - o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
  - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
    - o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
    - o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
  - These are defined independently by schools / departments as appropriate
    - o *Approved by school / department governance bodies.*

## **Records Management Policy**

IFtL recognises that effective management of records, including a prescribed retention and disposal period for various document types, assists us in complying with our legal obligations under the Data Protection Act 1998 and the General Data Protection Regulation as well as other legal and regulatory obligations.

Effective management of records also enables us to efficiently manage schools.

This policy applies to all records created by IFtL, its schools and departments, regardless of their format. It encompasses paper records stored in a filing cabinet, notebooks or other medium, digital records stored on servers, standalone devices or in the cloud or any other document that may conceivably be classed as a record.

Records include, but are not limited to, any document that contains personal identifiable data, policies that contain sensitive information, meeting minutes that may contain sensitive information, employee performance data.

Records are created in order to enable the trust and its schools to effectively carry out their duties and obligations under the law as well as for purposes of assessment, monitoring, improvement, communication and marketing.

Schools and departments have an obligation to ensure that records are accurate, up to date and are kept secure. Records should only be available to those with a legitimate reason for accessing them.

Records should be kept for as long as is necessary to carry out the task to which they relate. Some records carry a retention period beyond this date and some records may be preserved in archives for historical and research purposes.

When preserving records beyond their retention date, consideration should be given to anonymisation or pseudonymisation of records in order to protect the data subject.

Disposal of records should be carried out in an appropriate manner. Schools may use a cross-cut shredder to dispose of documents or they may buy in the services of an external shredding service (such services should be compliant with BS8470, be members of the UKSSA (or equivalent) and provide evidence that staff employed are DBS checked). Burning of confidential waste should be avoided and, under no circumstances should confidential waste be disposed of in standard recycling or waste collections.

Under the Freedom of Information Act 2000, it is a requirement to maintain a list of records that have been authorised for disposal along with details of the person that authorised the disposal.

This policy should be read with reference to the IFtL Data Protection Policy, Freedom of Information Policy and the ISRM Retention Guidelines for Schools.

The data retention guidelines for various documents set out in part 2 of this policy have been developed in consultation with the DfE Data Protection Toolkit, the ISRM Retention Guidelines for Schools document and from discussions with Stone King and other legal advisors.

Some retention guidelines are statutory, others are industry best practice. In all cases, they are taken to be compliant with the requirements of the Data Protection Act and the Freedom of Information Act and, should schools wish to deviate from these guidelines, appropriate justification for doing so should be documented.

The full ISRM Retention Guidelines document along with the DfE Data Protection Toolkit are useful resources that cover a wide range of data protection related topics including guidelines for setting up pupil files, information audits, managing email, information security and business continuity as well as safe disposal of records.

It is recommended that school administration staff have access to and are familiar with both of these documents.