



# SOUTH DARLEY C of E PRIMARY SCHOOL

## RECORDS MANAGEMENT POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	Full Governing Body
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Date of Review	Governors Meeting Reference Number	Approved by name	Comments
23.04.2018	FGB23042018.13.2 INTERIM APPROVAL ONLY	K DEAN	

# South Darley CE Primary School

## Records Management Policy

### 1 Introduction

South Darley CE Primary School recognizes the necessity for the efficient management of its records to comply with its legal and statutory obligations, and to contribute to the effective overall management of the school.

### 2 Scope

This policy applies to all records that are created, received or maintained by staff of the school in the course of carrying out its functions regardless of media or format. Records are defined as all documents which facilitate the business carried out by the school and which 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 electronic format. Examples include all paper-based records as well as records that exist, or will exist, solely in electronic form, audio/visual form and photographs. Emails are also covered under this policy.

A small percentage of the school's records may be selected for permanent preservation as part of the school's archives and for historical research.

### 3 Objectives

- To ensure that staff at South Darley CE Primary School have timely access to all relevant information.
- To ensure records are kept only for as long as necessary to comply with legal, administrative and financial requirements.
- To ensure that records are managed effectively and efficiently to appropriate standards
- To ensure that all records are maintained in accordance with the Derbyshire County Council Records Retention Summary.
- To ensure that the School complies with all legislation and regulations concerning the proper management of records. This includes Freedom of Information (2000) and Data Protection (1998) GDPR (2018).

### 4 Responsibilities

The person with overall responsibility for this policy is the Headteacher of the School.

The School Business Assistant will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner.

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 in conjunction with the latest version of the Derbyshire County Council Records Retention Summary and the General Data Protection Regulations 2018.

### 5 Recording Systems

Information created by the school will be managed against the same standards regardless of the media in which it is stored.

Filing will be carried out on a regular basis. Extraneous information will be removed from files on a regular basis with the exception of any information relating to a live Freedom of Information request (which would be a criminal offence during the live request. Once the request has been dealt with, information can be dealt with as part of the normal removal cycle).

All retention periods will be adhered with as stipulated in the Derbyshire County Council Records Retention Summary.

Once a file has been closed it will be moved out of the current filing system and stored in the archive room until it has reached the end of its retention period.

## **6 Information Security**

Information Security is critical when dealing with personal information or sensitive data. School staff should ensure

- All personal information in hard copy format is kept in a locked cabinet. The cabinet should be locked when the room is unattended.
- Electronic personal information should be adequately password protected.
- Personal or sensitive information should never be left on a screen if the computer is unattended.
- Files or information sheets containing personal or sensitive data should not be left out unattended on desks or in classrooms overnight.
- Personal or sensitive information will not be sent electronically by e-mail unless the document has been encrypted or password protected. The preferred way of sending personal or sensitive information to Derbyshire County Council or Local Authority employee is by the use of 'Perspective Lite'.
- Encryption keys or passwords to unlock personal or sensitive information should be sent under separate cover or separate email.
- Where files are to be removed from school premises they should be secured in a lockable case/not left unsecured. Files should be sent by way of 'orange bag' when transferring school to school within Derbyshire. Files being sent to schools outside of Derbyshire will be sent using the recorded delivery service. CTF transfers will be sent using Collect/Secure Access.
- Where information is transferred to another school, the receiving school must sign to confirm receipt of all information or files and a copy of this confirmation must be retained by South Darley CE Primary School.
- Teachers may carry information on memory sticks or other removable data carrier in order to access their files at home and at school. Any information carried in this way must be encrypted using appropriate software/sticks.
- Where memory sticks or other removable data carrier devices are used, personal or sensitive information must not be stored on personal PC's or tablets.
- All computer based information must be backed up regularly and the back-up must be stored off site.
- Information contained in e-mails will be filed into the appropriate electronic or manual filing system once it has been dealt with.

## **7 Disposal of information**

Information will be disposed of in line with the guidance provided within the Derbyshire County Council Retention and Destruction Summary. The school will undertake an annual review of information during the school summer holidays.

All personal or sensitive information will be shredded before disposal. Other files will be bundled up and either put into a skip or disposed of through an approved trade waste supplier. Loose papers will not be put into a skip. A list will be maintained and held in the school office of information that has been destroyed. The individual

destroying the information is responsible for compiling a list of items destroyed. A destruction record certificate can be obtained from the school office.

Electronic data will be archived from electronic media and deleted appropriately at the end of the specified retention period.

## **8 Relationship with existing Policies**

This policy has been drawn up within the context of

- Freedom of Information Policy
- Data Protection Policy
- Security Policy
- General Data Protection Regulations 2018
- And with other legislation or regulations (including audit, equal opportunities) affecting the school.

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## **9 Policy monitoring and review**

Compliance with this policy and related standards and guidance will be monitored by the Headteacher with support from the School Business Assistant.

The policy will be reviewed and approved by the Governing Body of South Darley CE Primary School on a 3-year cycle unless changes are required earlier.