



Information and Records Retention policy

Purpose

The purpose of this policy is to provide a framework for managing the records of Malvern College, hereafter referred to as the School.

The objectives of the policy are:

- To support the management of the School's records so that they underpin day-to-day business and act as an effective information resource;
- To ensure the security, authenticity and integrity of all records and to aid efficiency and accountability across the School;
- To ensure compliance with all legal and statutory obligations;
- To ensure that the School's records are retained in line with the agreed retention periods, as laid out in the Document Retention Schedule;
- To ensure that records vital to the operation of the School are identified and immediately accessible when required in an emergency;
- To ensure that all records are held and handled appropriately and ensuring that they are secure and readily accessible when needed. (This objective includes consideration of data migration issues.)
- To enable selection and preservation of the historic records of the School's operation, development and activities.

Scope

This policy applies to all records created, received or maintained by all staff that relate to School business. Examples of documents and Records are:

- Minutes of meetings (Council, SMT, HoDs, Housems, Departments, Pastoral Team, etc)
- Pupil application forms, entrance tests, etc
- Visitors books
- All data on iSAMS and other databases, live or legacy
- Pupil assessment grades
- Pupil reports
- Pastoral concerns and notes
- All HR records
- Payroll and Accounts records

- Accident report forms
- Fire alarm test records
- Examination results
- Pupil welfare plans
- Medical and dental records
- Pupil IEPs and other SEN records
- Safeguarding records
- Attendance registers and correspondence relating to authorized absence
- Mark books
- Records of Hall set
- Trip detail letters and records
- Parental and pupil consent forms

Relationship with Existing Policies

This policy should be read in conjunction with:

- Data Protection Policy
- Privacy Notices for Staff, Pupils, Parents, Governors & Council, Contractors
- Document Retention Schedule

Policy Statement

It is the policy of Malvern College to maintain authentic, reliable and useable records which are capable of supporting business functions and activities for as long as they are required. This will be achieved through the consolidation, establishment and regular review of effective records management policies and procedures.

Personal information will only be processed in accordance with the relevant Privacy Notice.

There will be regular review of destruction arrangements to ensure that correct procedures are followed. Records will be retained for no longer than is necessary for the purpose for which they were created, except for any selected for permanent preservation where a suitable legal basis exists for this.

Appropriate training on records management will be provided for all new staff and kept under regular review.

Responsibilities

The School has a corporate responsibility to maintain its records and recordkeeping systems in accordance with the prevailing regulatory environment. The Data Compliance Officer has overall responsibility for this policy. On behalf of the Data Compliance Officer, the following will be responsible for ensuring compliance and the delivery of appropriate training in their areas:

- Senior Deputy Head – teaching staff
- Deputy Head: Pastoral – non-teaching pastoral staff
- Director of Sport – Sports coaches
- Director of Music – Visiting Music Teachers
- Head of Human Resources – HR staff
- Finance Director – Accounts and Payroll staff
- Marketing Manager – Marketing staff
- Registrar – Registry staff
- Head of ICT Services – ICT Services staff
- MIS Manager – MIS staff
- Examinations Officer – Exam Office staff and non-teaching invigilators
- Estates Bursar – Estates staff
- Domestic Bursar – Domestic Bursary staff

Heads of Department and Subject Co-ordinators are responsible for ensuring that records management within their department is in line with School policy, guidelines and procedures and that members of staff receive further training and guidance as appropriate. Where external contractors are employed, the person engaging their services is responsible for ensuring compliance and delivering any training that is needed.

Compliance

Breaches of this policy shall be reported to the Data Compliance Officer (dataprotection@malcol.org) and dealt with under the Data Breach Policy when appropriate.