

## Retention Policy for GDPR – STAFF Policy

From May 25<sup>th</sup> 2018 Coldfair Green Primary School will adhere to The General Data Protection Regulation (GDPR). This is an EU directive that all UK businesses are required to follow as law. The UK Government has stated that it will continue to enforce GDPR irrespective of a UK exit from the EU.

We are required under contractual obligations to collect and gather information. Under the new GDPR regulations we are required to inform parents and guardians as to how and why we collect the data, and how this data will be shared and how it will be retained and why and how we will delete certain information when a child leaves our setting.

We would like staff to know that when they leave our school we will keep data pertaining to the following areas:

- Personnel Files – application forms; information relating to appraisal / performance management, qualifications, references, DBS outcome
- Accident and Incident Forms – to inform the Health and Safety Executive
- Financial Information
- Safeguarding Data - Single Central Record / Keeping Children Safe in Education / records of any allegations made and outcomes of these

Our policy is to retain data in accordance with the laws of GDPR which come into force in May 2018 and in accordance with Employment Law. We will not retain any data that is not relevant or does not hold a legal or justified basis to do so. However, there is some data that we are legally required to keep for a specified time limit to enable us to comply with HMRC regulations and / or safeguarding.

The table below lists some of the documents that we currently collect on staff employed at the school and how we erase or retain the data and for how long. Under GDPR you have the right to ask us about any information that is held about you and we are obliged to share this with you. You are also able to ask for us to delete and erase records about you as under GDPR everyone has the right to erasure. There are some exceptions where this is not possible, for example, situations relating to safeguarding which doesn't allow us to erase such data. Our school will make decisions on erasure on a case by case basis and will seek appropriate legal advice if required.

If in the future our school closes, we are still required by law to keep certain data in accordance with GDPR. We will ensure that all information is securely protected if stored online. Paper documentation will be kept securely in a locked cabinet for the period of retention.

### STAFF: Retention for Staff Records

| Name of Data Collected                                                                                                                             | Legal basis for keeping the records                                                                  | Retention Period                                                                                                                                                                                    | After Retention period                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Staff Application forms including those of whom were not successful in securing a job at the school                                                | Limitation Act 1980<br>Legal obligation<br>Legitimate interest<br>Safer Recruitment and Safeguarding | 6 months and no longer than 1 year                                                                                                                                                                  | Data collected on the computer or any technological device will be erased completely from the system.<br><br>Data which is in paper format will be shredded                                                               |
| Staff Personal Files including all personal data relating to name, address, telephone details, appraisals, qualification, references, DBS outcomes | Limitation Act<br>Legal Obligation<br>Legitimate Interest<br>Safer Recruitment and Safeguarding      | 6 years after the termination of employment                                                                                                                                                         | Data collected on the computer or any technological device will be erased completely from the system.<br><br>Data which is in paper format will be shredded                                                               |
| Financial information including tax codes, wage and salary information, payroll and pensions                                                       | Limitation Act<br>Legal Obligation<br>Legitimate Interest                                            | It is essential that our setting can demonstrate to HMRC that we have reported accurately. We are required to keep this information for 6 years after the end of the tax year that they pertain to. | (This information is held by Suffolk County Council HR and Payroll on behalf of the school other than salary information, which is held in school.)<br><br>All data, electronic or paper copy will be deleted / shredded. |
| Single Central Record                                                                                                                              | Legal Obligation<br>Keeping Children Safe in Education /<br>Safer Recruitment                        | Indefinitely                                                                                                                                                                                        | N/A                                                                                                                                                                                                                       |