

DE LA SALLE COLLEGE



REVIEW, RETENTION & DISPOSAL OF SENSITIVE INFORMATION POLICY

“REJOICE IN THE LORD ALWAYS; AGAIN I WILL SAY, REJOICE.”

PHILIPPIANS 4:4

Compiled by: The Head of College	Last Reviewed: June 20254
Policy Holder: Mr D. Washington	Next Revision date: June 2026
Oversight Governor: Nicholas Le Cornu	Verification date:

Review, Retention & Disposal of Sensitive Information

1. Introduction

- 1.1** The Jersey Vetting Bureau is a registered body of the Disclosure and Barring Service (DBS). De La Salle College is a Registered Service User of the Jersey Vetting Bureau through which we use the Disclosure and Barring Service as part of our recruitment process to assess an applicant's suitability for employment in posts of trust.
- 1.2** All organisations using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust must comply fully with the DBS Code of Practice.
- 1.3** The Code places an obligation on such organisations to have a written policy on the correct handling and safekeeping of disclosure information.
- 1.4** This Policy applies to sensitive information pertaining to all staff at De La Salle College.

2. Responsibility

- 2.1** De La Salle College undertakes to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of sensitive information.
- 2.2** De La Salle College undertakes to comply fully with its obligations under the Data Protection Law (Jersey) Law 2005 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

3. Access and Storage of information

- 3.1** Upon the applicant providing access to their DBS certificate, the approved disclosure recipient at De La Salle College will ensure that it is viewed only by those who are designated by him as entitled to see it as part of their duties.
- 3.1.1** De La Salle College undertakes to ensure that information provided on the applicant's DBS Certificate is never kept on the applicant's personal file.

4. Handling

- 4.1** De La Salle College undertakes to maintain a record of all those to whom disclosures certificates or disclosure information has been revealed and recognises that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

5. Usage

- 5.1.1** De La College undertakes to ensure that disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

6. Retention

- 6.1** De La Salle College will not keep any disclosure information for any longer than is absolutely necessary once a recruitment decision has been made.
- 6.2** De La Salle College will not keep any photocopy or other image of the disclosure certificate, or any copy of the contents of a certificate.

RETENTION SCHEDULES FOR COLLEGE RECORDS

The college functions much like any other school in Jersey and is subject to the same laws and practices as them. Where De La Salle has unique records, they are outlined below, those not listed should be treated according to the current CYPES Retention schedule (Appendix 1). Where a law governs the retention of records, for example those regarding Health and Safety the latest schedules have been applied, however staff should be aware that the law may be updated between reviews of this policy and act accordingly, notifying the policy holder of any

Records in Series	Retention in school	Notes
1.MANAGEMENT		
1.1	School development plans	Permanent retention
1.2	Headteacher's personal filing	Current + 6 years
2. GOVERNING BODY		
2.1	Instruments and Articles of Government	Permanent retention
2.2	Governor's Minutes, agendas and papers	Permanent retention
2.4	Proceedings of the PTA AGM	Permanent retention
2.5	Correspondence files	Current + 6 years
3. SCHOOL ORGANISATION		
3.1	School prospectus	Permanent retention
3.2	Headteacher's official diary	Current + 1 year
3.3	Staff meetings Minutes (not HOD meetings)	Current + 6 years
3.4	Administration and general files	Current + 10 years
3.6	Circulars to staff and pupils	Current + 2 years
3.7	Newsletters to parents	Permanent retention
3.8	Staff Handbook	Permanent retention
3.9	Visitors Book (VIP visitors)	Permanent retention
4.HEALTH & SAFETY		
4.1	Health and Safety Policy statement	Current + 1 year
4.2	Staff Accident Records	Current + 10 years
4.3	Pupil Accident Records	DOB + 25
4.4	Safety incident report book	Current + 20 years
4.5	Maintenance logbook	Current + 10 years
4.6	Training records	Current + 10 years
4.7	Health and Safety Reports	Current + 10 years
4.8	Fire precautions logbook	Current + 6 years

5. Registers and Admissions

5.1	Failure to gain place	30 days from the commencement of the academic year
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6. STAFF

6.1	Contractors, peripatetic teachers employed directly by college	Termination of employment + 3 years
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7. TEACHING

7.1	Curriculum development Minutes and files; Professional Development plan	Current + 6 years
7.2	School syllabus	Current
7.3	Timetables	Current + 6 YEARS
7.4	Record of homework set	Current
7.5	Teaching Aids (commercial and home-made)	Current
7.6	Examination results – held at DfESC	Permanent retention
7.7	Pupils' work	Current

8. PROPERTY

8.1	Legal agreements, leases maintenance contracts	Current + 6 years
8.2	Contracts/Title Deed	Permanent retention
8.3	Register of tenders and quotations, orders for repairs, maintenance and supplies, records of letting school premises, maintenance logbooks, burglary, theft and vandalism report forms, contractors' reports	Current + 10 years
8.4	Records of insurance (policies and schedules)	Current
8.5	Plans	Permanent retention

9. EXTRA-CURRICULAR

9.1	School magazines	Permanent retention
9.2	Photographs	Permanent retention
9.4	Programmes – concerts, plays, sports day, lists of school prize winners etc	Permanent retention

9.5	School History	Permanent retention	One copy also to Jersey Library Ref. Section
9.6	Audiotape, videotape recordings	Permanent retention	
9.7	Record of school societies	Permanent retention	Minutes/ newsletters should be identified and preserved as far as possible

Appendix - CYPES retention schedule



Children, Young People, Education and Skills

RETENTION SCHEDULE FOR SCHOOLS

(whatever their format – paper or electronic)

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

This schedule applies to all records, whether paper or electronic that are produced by the Directorate.

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. Date of next review: 2024

Document Type	Retention in school	Action by school	Action by Jersey Archive	Notes
MANAGEMENT				
Minutes and reports of Management Team meetings	Current + 3 years	Transfer to Jersey Archive	Permanent retention	
Professional development plans (covered in INSET days/staff meetings)	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	
School development/improvement plans	Current + 5 years	Transfer to Jersey Archive	Permanent retention	
Head teacher's personal filing	Current + 1 year	Review: Important items transferred to overarching files and then to Jersey Archive	Permanent retention	Files should automatically be reviewed When Head teacher leaves

Deputy Head teachers personal filing	Current + 1 year	Review: Important items transferred to overarching files and then to Jersey Archive	Permanent retention	Files should automatically be reviewed when Deputy Head teacher leaves
School policies	Retain until superseded	Transfer original policy and any significant updates to Jersey Archive on production.	Permanent retention	
Asset Register	Current + 1 year	Destroy		
Staff Files – Copies only pertaining to Health and Safety and Management Forecasts (and Planning) – this includes (but is not limited to): - AXA return to work forms; - Sickness and absence forms; - Performance reviews; - Appraisal(s); - Reference(s); - Personalised improvement plan (formal or informal); - Copy of First Aid certificate (or other relevant certificate for First Aid) Not to be passed to next employer – see HR Retention Schedule for all other HR related items	Length of employment	Destroy		

SCHOOL ORGANISATION				
School log books (legacy)	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
School prospectus	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Staff Meetings Minutes	Current + 3 years	Transfer high level meetings minutes to Jersey Archive	Permanent retention	
		Destroy low level meeting minutes/action points	N/A	
Annual calendar of events	Current	Transfer to Jersey Archive	Permanent retention	
Circulars to staff and pupils	Current	Transfer to Jersey Archive	Permanent retention	
Newsletters to parents	Current + 1 year	Transfer to Jersey Archive whole school newsletters e.g. weekly update from	Permanent retention	

		Headteacher	N/A	
		Destroy daily communications e.g. from class teachers to parents		
Staff Handbook	Current until superseded	Transfer to Jersey Archive	Permanent retention	
Visitors Book (VIP not daily)	Current + 1 year	Transfer to Jersey Archive	Permanent retention	

HEALTH AND SAFETY				
Health and Safety Policy statement	Current + 1 year	Destroy		
Training records	Current + 1 year	Destroy		
Health and Safety Reports	Current + 10 years	Destroy		
Fire precautions log book	Current + 1 year	Destroy		

CHILD PROTECTION				
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer	Destroy		HR to receive a copy

PUPILS				
Pupil Folder (SIMS)	Current until transferred or until 25 years from birth	Destroy		
	For children who become	Transfer to Jersey Archive for a further 75 years	Destroy at 75 years from	Closed

	looked after	from closure	closure	
Admission Registers	While current and active	Annual export of school leavers transferred to Jersey Archive	Permanent retention	Admission registers are current while entries are being made and active until the pupil has left the school. Jersey Archive to advise on data fields for retention.
Attendance Registers (SIMS)	Current			Part of pupil folder
Timetables	Current	Sample to Jersey Archive	Sample for permanent retention	

EXTRA-CURRICULAR AND MISCELLANEOUS ACTIVITIES

School magazines (if applicable)	One reference set at school	Transfer annually to Jersey Archive	Permanent retention	
School History	Reference copy at school	Transfer one copy to Jersey Archive	Permanent retention	One copy also to Jersey Library Ref. Section
Record of school societies (if applicable) Programmes – concerts, plays, sports day etc. Photographs Social Media and Websites	Current	Transfer to Jersey Archive Transfer annually to Jersey Archive Transfer sample annually to Jersey Archive to show range of school activities Jersey Archive to crawl at regular intervals	Permanent retention Permanent retention Permanent retention	Minutes/ newsletters should be identified and preserved as far as possible Archived using British Library web archiving system – please contact archives@jerseyheritage.org for details.

SCHOOL GOVERNORS

Instruments and Articles of Governance	Current + 1 year	Transfer one copy to Jersey Archive	Permanent retention	
Governor's Minutes, agendas and	Current + 3	Transfer one copy	Permanent	

papers	years	to Jersey Archive	retention	
Governor's Correspondence	Current + 3 years	Review: Important items transferred to Jersey Archive	Permanent retention	

ALUMNI ASSOCIATIONS				
Secretary: Minute Books	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Secretary: Correspondence	Current + 1 year	Destroy		
Secretary: Publications (newsletters, bulletins, magazines etc.)	Current + 1 year	Transfer sample to Jersey Archive	Permanent retention	
Secretary/ Treasurer: Membership list	Current	Destroy		

PARENT-TEACHER ORGANISATIONS				
Minutes	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	

Finance Records – Refer to GoJ Financial Directions
Personnel Records – Refer to GoJ HR Retention Schedule
Health and Safety - Refer to GoJ Health and Safety Retention Schedule

OTHER DOCUMENTS IN USE

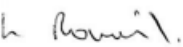
Type of Record	Length of Retention in School	Subsequent Action by School	Comments
Current supporting technology systems e.g. My Concern, SIMS etc.	Until superseded	Destroy	
Consent Forms (attached to pupil record)	Until superseded	Destroy when pupil leaves or transferred to pupil file and retained until age 25 years	
Governance e.g. Data sharing agreements/MoU/DPIA/risk assessments etc.		Until updated (or length of contract)	
CCTV Footage	Up to 3 months	Destroy once actioned	
Online Safeguarding Monitoring systems (material recorded and	3 months	Destroy once actioned	

data logs)			
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**APPROVED AND SIGNED BY THE DEPARTMENT FOR CHILDREN, YOUNG PEOPLE,
EDUCATION & SKILLS:**

Name	Signature	Position	Date
Alexa Munn		Head of Governance	28/07/2023

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	06/11/2023