

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 College Director	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: 2030

Document Type	Retention in school	Action by school	Notes
School Management			
Recorded Actions from Management/Senior Leadership Team Meetings	Current + 3 years	Destroy securely	
Professional development plans	Current + 3 years	Transfer to Jersey Archive	Generally covered in INSET days/staff meetings
School development/improvement plans	Current + 3 years	Transfer to Jersey Archive	
Head teacher and Deputy Head teacher correspondence and personal filing	Current + 1 year	Transfer to Jersey Archive	Policy or strategic decisions to be taken out and kept in overarching files
School policies	Retain until superseded	Transfer original policy and any significant updates to Jersey Archive	
School Handbook	Current + 1 year	Transfer to Jersey Archive	For parents, pupils and staff
Asset Register	Current + 1	Destroy securely	

	year		
School prospectus (where applicable)	Current + 1 year	Transfer to Jersey Archive	
Daily (frequent) circulars to staff and pupils	Current	Destroy	
Newsletters to parents (weekly or less frequent)	Current + 1 year	Transfer to Jersey Archive	
Timetables	Current + 1 year	Transfer sample of 1 per year group per academic year to Jersey Archive	

Data Protection and Information Governance			
Data Sharing Agreements / Data Processing Agreements / Service Level Agreements / Memorandum of Understanding / Data Protection Impact Assessment	Until superseded (or length of contract)	Destroy securely	
Subject Access Requests	2 years from date of fulfilment	Destroy securely	
Jersey Office of the Information Commissioner (JOIC) complaints and investigations	10 years from closure	Destroy securely	
Breach Log and SAR Log	Current + 2 years	Destroy securely	
CCTV	30 Days	Destroy securely	

Supporting Technology			
Online Safeguarding Monitoring systems	90 Days	Destroy securely	Material recorded, data logs and incidents not escalated. (Where concerns are investigated and recorded, this will form part of the pupil's file)
Microsoft Teams Chat	21 Days	Automatically deletes	

Legacy Records			
School log books		Transfer to Jersey Archive	
Visitors Book (VIP not daily)		Transfer to Jersey Archive	
Admission Registers		Transfer to Jersey Archive	
Attendance Registers		Transfer to Jersey Archive	
School History		Transfer to Jersey Archive	Records of significant events
Minutes and reports of		Transfer to Jersey	

Management/Senior Leadership Team meetings		Archive	
Pupil Records (paper)	25 years from birth For children who are or ever have been looked after	Destroy securely Transfer to Jersey Archive for a further 75 years from closure	

Pupils				
Pupil Folder (SIMS)	25 years from birth For children who are or ever have been looked after	Destroy securely Transfer to Jersey Archive for a further 75 years from closure		

Extra-Curricular and Miscellaneous			
School magazines (where applicable)	Current + 1 year	Transfer to Jersey Archive	
Record of school societies (if applicable)	Current + 1 year	Transfer to Jersey Archive	
Programmes – concerts, plays, productions, sports day etc.	Current + 1 year	Transfer to Jersey Archive	
Photographs		Transfer to Jersey Archive	E.g. School class and whole school photographs, events, plays, productions and special occasions etc.
Social media and school websites		Jersey Archive to trawl at regular intervals	Archived using British Library web archiving system – please contact archives@jerseyheritage.org for details

School Governors (where applicable)			
Terms of Reference (Held by CYPES)	Current + 1 year	Transfer to Jersey Archive	
Governor's Handbook (Held by CYPES)	Current + 1 year	Transfer to Jersey Archive	
Governor's Minutes, agendas and papers	Current + 3 years	Transfer to Jersey Archive	

Alumni Associations (where applicable)			
Secretary: Minute Books	Current + 1 year	Transfer to Jersey Archive	

Secretary: Correspondence	Current + 1 year	Destroy securely	
Secretary: Publications (newsletters, bulletins, magazines etc.)	Current + 1 year	Transfer to Jersey Archive	
Secretary/ Treasurer: Membership list	Current + 1 year	Destroy securely	

Parent Teacher Association (where applicable)

Minutes	Current + 3 years	Transfer to Jersey Archive	
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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

APPROVED AND SIGNED BY THE DEPARTMENT FOR CHILDREN, YOUNG PEOPLE, EDUCATION & SKILLS:

Name	Signature	Position	Date
Alexa Munn	[REDACTED]	CYPES Head of Governance	2/10/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril	[REDACTED]	Archives and Collections Director, Jersey Heritage	13/10/2025