



# BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY  
Headteacher: Robert Hodges BA Hons, NPQH



## Records Management Policy

School Policy/Procedure No: 73

Adopted/Last Reviewed: July 2019

Last Amended:

Next Review: July 2020

Beauchamps High School is responsible for the management of information to support secure access and effective retention, destruction and preservation processes in accordance with the Data General Data Protection Regulations (2016), Article 8 of The Human Rights Act 1998, Freedom of Information Act (2000) and Code of Practice on Records Management (under Section 46 of the Freedom of Information Act)

### General rules in complying with Data Protection law:

(Note: Retention Guidelines, Best Practice and Good Practice for Managing E-mail are included in the IRMS Schools Toolkit - <http://irms.org.uk/page/SchoolsToolkit> version 5 1 February 2016)

- The school will document their work activities in line with procedures
- The school will ensure that the information they manage is only known to an appropriate audience
- All information in any format which the school holds as a record of our activity must be retained after 'closure' in line with Retention Guidelines
- Owners must regularly review information in line with Retention Guidelines to make best use of the available storage space
- The school will monitor the success of the review process to maintain compliance with the law
- Employees will manage student records in line with best practice and specific system guidance
- Employees will follow Good Practice for Managing E-Mail when storing emails as records
- The school will ensure that the facilities available for storing and managing information meet legal requirements and best practice
- The school will maintain a selection procedure for identifying, reviewing and managing records with historical value
- All information Assets identified on the Register must be associated with a retention period from Retention Guidelines
- The Retention Guidelines will be reviewed for changes in legislation and the school's business needs
- When archiving paper records, information on ownership, retention and indexing quality must be recorded
- Employees must not use the archive storage services of any other commercial company other than the approved supplier

**Note:** The school processes personal data collected in accordance with its General Data Protection Regulations (GDPR) policy. In particular, data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of the

business needs of the school. The school follows the recommendations made in the IRMS Information Management Toolkit for Schools (version 5, 1 February 2016) for the retention of records. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.