



# Tannery Drift First School

Enjoyment – Achievement – Respect

# School Records Management Policy

Last Review Date:  
June 2021

Next Review Date:  
June 2024



Artsmark  
Gold Award  
Awarded by Arts  
Council England

[www.tannerydrift.herts.sch.uk](http://www.tannerydrift.herts.sch.uk)

# School Records Management Policy

## 1. Objective and Scope

Tannery Drift First School recognises that by efficiently managing its records it will be able to comply with its legal and regulatory obligations of the GDPR (General Data Protection Regulations) and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which the effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

## 2. Scope of the policy

- 2.1 This policy applies to all records created or maintained by staff of Tannery Drift First School in the course of carrying out its functions.
- 2.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 2.3 A small percentage of the school's records may be selected for permanent preservation as part of the School's archives and for historical research. These records will be assessed for ways to reduce the sensitivity of the stored data over time, with pseudonymisation used to reduce risk when appropriate.

## 3. Responsibilities

- 3.1 Tannery Drift First School has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.
- 3.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 3.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

#### **4. Relationship with existing policies**

This policy has been drawn up in the context of:

- Freedom of Information legislation
- Data Protection policy
- a) And with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.



# Tannery Drift First School

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