

Holly Lodge High School

College of Science



Information Security and Business Continuity 2018 - 2019

Date Adopted: _____

To be reviewed: _____

Signed by Governors: _____

Signed by Head Teacher: _____

HOLLY LODGE SECONDARY SCHOOL COLLEGE OF SCIENCE

SAFE DISPOSAL OF RECORDS WHICH HAVE REACHED THE END OF THEIR ADMINISTRATIVE LIFE

This guidance applies to all types of record, whether they are in paper or digital format.

DISPOSAL OF RECORDS THAT HAVE REACHED THE END OF THE MINIMUM RETENTION PERIOD ALLOCATED

The General Data Protection Regulations state that information must “kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed”

The data manager will ensure that records that are no longer required for business use are reviewed as soon as possible under the criteria set out so that only the appropriate records are destroyed.

The local review will determine whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained by the organisation for research or litigation purposes. See data retention information grid for further information.

Decision made will be documented as part of the records management policy within the organisation.

SAFE DESTRUCTION OF RECORDS

All records containing personal information, or sensitive policy information will be made either unreadable or un-reconstructable.

- Paper records will be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks will be cut into pieces
- Audio / Video Tapes and Fax Rolls will be dismantled and shredded
- Hard Disks should be dismantled and sanded

Any other records will be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways...

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

1. Where an external provider is used it is recommended that all records must be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider should have been trained in the handling of confidential documents.

The shredding needs to be planned with specific dates and all records should be identified as to the date of destruction.

It is important to understand that if the records are recorded as to be destroyed but have not yet been destroyed and a request for the records has been received they **MUST** still be provided.

2. Where records are destroyed internally, the process must ensure that all records are recorded are authorised to be destroyed by a Senior Manager and the destruction recorded. Records should be shredded as soon as the record has been documented as being destroyed.

(9) Data Protection Act 1998

FREEDOM OF INFORMATION ACT 2000 (FOIA 2000)

The Freedom of Information Act 2000 requires the school/academy to maintain a list of records which have been destroyed and who authorised their destruction.

Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- Number of files and date range
- The name of the authorising officer
- Date action taken

Following this guidance will ensure that the school is compliant with the relevant information governance legislation.

TRANSFER OF RECORDS TO THE ARCHIVES

Where records have been identified as being worthy of permanent preservation arrangements should be made to transfer the records to the Council Archives Service. The school should contact the local record office if there is a requirement to permanently archive the records, and the records will continue to be managed via the GDPR and the FoIA 2000.

TRANSFER OF INFORMATION TO OTHER MEDIA

Where lengthy retention periods have been allocated to record the data manager may consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should will be considered.