

Junior Guildhall Student Record Retention Policy

(Under Review)

This policy relates specifically to documents held by Junior Guildhall

It should be read in conjunction with School Wide and HR documents.

Student account information held by the School's Finance Office will come under the School's Data Retention Policy.

Retain for up to 3 years



Retain for 3 – 7 years



Retain for 7 + years but less than perpetuity



In perpetuity



Category	Where in the student/parent experience the record comes
Record Description	The name/title of the record
Type	Format of record: SITS = A Access = B O Drive = C Hardcopy = D
Retention Rule	The length of time the record is kept for
Access Restrictions	Whether or not access to the record is restricted for confidentiality reasons etc
Notes	Additional information pertaining to the record

Category		Record Description	Type	Retention Rule	Access Restrictions	Notes
Student Admissions						
On-line applications	1.1	Incomplete	A			Deleted within 1 year
	1.2	Reject/withdraw/decline	A			Application record kept in perpetuity.
	1.3	Successful (including key correspondence, audition grades, timetable notes)	A			
Hard copy applications	1.4	Reject/withdraw/decline (including key correspondence and reports)	D			Destroyed within 2 years
	1.5	Successful (including key correspondence and reports)	D			Destroyed 7 years after student has left
Student Enrolment						
Enrolment Forms	2.1	Agreement	D			Destroyed 7 years after student has left
	2.2	Acceptance Form	D			Destroyed 7 years after student has left
	2.3	Declaration of Health Form	A & D			Hard copy destroyed 7 years after student has left
Student Life						
Bursary Process						
	3.1	Application Form (including documentary evidence of income and applications to trust funds)	D			Destroyed 7 years after student has left
	3.2	Bursary meeting outcome data	B & C			Destroyed after 7 years
	3.3	Notification of award	C & D			Destroyed after 7 years
	3.4	Rejection of application	C & D			Destroyed after 7 years
Scholarships						
	3.5	Scholarship award meeting outcome data	B & C			Destroyed after 7 years
	3.6	Notification of award	C & D			Destroyed after 7 years

		Finance				
	3.7	Parental account data	B			Destroyed 7 years after student has left
	3.8	Fee debtors list	C			Destroyed after 7 years
	3.9	Suspension of non-payment fees	C			Destroyed after 7 years
		Disability, Health & Welfare				
	3.10	Disability notifications	C & D		Restricted O Drive	Destroyed 7 years after student has left
	3.11	Sickness and medical Notes	C & D		Restricted O Drive	Destroyed 7 years after student has left
	3.12	Meeting notes	C & D		Restricted O Drive	Destroyed 7 years after student has left
	3.13	Electronically held data	B			Destroyed 7 years after student has left
	3.14	Information for teachers	D			Updated each term and previous term destroyed
		Disciplinary and Complaints				
	3.15	Correspondence	C & D		Restricted O Drive	Destroyed after 7 years
	3.16	Documentation	C & D		Restricted O Drive	Destroyed after 7 years
	3.17	Meeting notes	C & D		Restricted O Drive	Destroyed after 7 years
		Attendance Records				
	3.18	Notices	D			Destroyed after 1 year
	3.19	Data Records	B			Destroyed 7 years after student has left
		Assessment Records				
	3.20	Scripts	D			Destroyed 7 years after student has left
	3.21	Reports	C & D			Destroyed 7 years after student has left
	3.22	Marks	B			Destroyed 7 years after student has left

		General Correspondence & Information				
	3.23	Hard copy correspondence	D			Destroyed 7 years after student has left
	3.24	Electronically held correspondence	C			Destroyed 7 years after student has left
	3.25	Email correspondence	C			Essential information copied to electronically held correspondence document. All other emails destroyed after 3 years
		Timetable Records	B & D			Hard copies retained for 1 year. Electronic records destroyed 7 years after student has left
		Photographs for publicity	C			Retained for 7 years

Annex

Type of Record	Where kept and standard access
SITS	SITS Server2, SITS password protected, level of access for each user limited on a need basis
Access	School O Drive, all PC's password protected
O Drive	O/JUNIOR, restricted to Junior Guildhall Senior Management Team and admin staff, Confidential folder restricted to Head of Junior Guildhall and Head of Junior Music Courses
Hardcopy	Locked cabinets in and around the Junior Guildhall offices