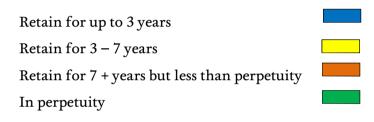
Junior Guildhall Student Record Retention Policy

(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.





Category	Where in the student/parent experience the record comes			
Record Description	The name/title of the record			
Туре	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	Туре	Retention Rule	Access Restrictions	Notes
Student Admissions						
	1.1	Incomplete	A			Deleted within 1 year
0 1:	1.2	Reject/withdraw/decline	A			Application record kept in perpetuity.
On-line applications	1.3	Successful (including key correspondence, audition grades, timetable notes)	A			
Hard copy	1.4	Reject/withdraw/decline (including key correspondence and reports)	D			Destroyed within 2 years
applications	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	В		Destroyed 7 years after student has left
3.8	Fee debtors list	С		Destroyed after 7 years
3.9	Suspension of non-payment fees	С		Destroyed after 7 years
	Disability, Health & Welfare			
3.10	Disability notifications	C & D	Restricted O	Destroyed 7 years after student has left
			Drive	
3.11	Sickness and medical Notes	C & D	Restricted O	Destroyed 7 years after student has left
			Drive	
3.12	Meeting notes	C & D	Restricted O	Destroyed 7 years after student has left
			Drive	
3.13	Electronically held data	В		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	Destroyed after 7 years
			Drive	
3.16	Documentation	C & D	Restricted O	Destroyed after 7 years
			Drive	
3.17	Meeting notes	C & D	Restricted O	Destroyed after 7 years
			Drive	
	Attendance Records			
3.18	Notices	D		Destroyed after 1 year
3.19	Data Records	В		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	В		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	С		Destroyed 7 years after student has left
3.25	Email correspondence	С		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	С	·	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