

## Dollar Academy Retention Policy

DOLLAR ACADEMY a registered charity registered in Scotland with SC009888 and whose registered office is at 23 West Burnside, Dollar, FK14 7DZ (the “School”) is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

### **Purpose of this document**

The purpose of the Retention Policy is to explain what personal information we may collect about you as a member of the Dollar Community.

The types of personal information that we collect, its purpose, and retention period is detailed in the tables below. This policy document will apply alongside our additional privacy policies. These other policies would have been brought to your attention separately, however, if you are unsure then please do not hesitate to get in touch with us.

### **Security of data**

Data is held securely in both physical and electronic formats. Physical data is stored in locked filing cabinets and offices. The cabinets and offices where these are located are always locked outside of normal working hours.

Electronic security is maintained by the Director of IT. ‘Pen’ testing (penetration testing of the network) is carried out and regular reviews are held. The Director of IT is a member of the Health, Safety and Security Working Group which reports to the school governors.

### **Queries and complaints**

If you would like to raise a query or make a complaint in regard to your data, please contact:

Mr Robin Macpherson (Assistant Rector)  
Dollar Academy  
Dollar  
FK14 7DU  
01259 742511  
[dataprotection@dollaracademy.org.uk](mailto:dataprotection@dollaracademy.org.uk)

You have the right to complain to the ICO if you feel that we have breached any aspect of GDPR. If you feel that we have not resolved your complaint sufficiently you may contact the ICO via their concerns page at this address:

<https://ico.org.uk/concerns/>

Review date	24/5/2018
Reviewed by	Mr Robin Macpherson
Next review	24/5/2019

Data type	Examples of data collected	Retention period
Academic and Guidance	Personal data is kept such as name, address, date of birth, contact details, medical and previous educational records. Data related to academic progress, school reports, UCAS, disciplinary records and any other relevant information relating to a pupil's educational experience is processed.	Pupil records are maintained for the duration of their school career. When former pupils become <b>21 years of age</b> their records are reviewed. Essential elements such as reports, achievements, and issues relating to child protection are digitized and kept in the <b>historical archive</b> .
Admissions	Personal data such as name, address, date of birth, contact details and previous educational records. Application details such as financial and medical records, and all correspondence.	Applicants for admission to Dollar Academy have data collected at the point of enquiry. If they do not receive or accept a place at the school their records are destroyed after <b>1 year</b> . If they do receive a place their admissions data is included in their pupil academic records.
Alumni	Contact details, biographical information, employment details, familial links (e.g. siblings who attended Dollar), attendance at events, and donation history.	Explicit consent is requested to hold this data. The data is kept as part of the school's historical archive and for the purposes of fundraising and marketing under legitimate interest. The data is minimized when the FP is <b>deceased</b> and only information relevant to the <b>historical archive</b> of the school is kept.
Bursary	The Bursary keep all current and former staff records (such as PVG certificates), including governors of the school. Financial records of current parents are kept, as well as all financial records related to the running of the school such as contracts for maintenance and accounts. Records of the public are kept where general contact has been made. CCTV footage is kept for security purposes.	Staff and governor data is minimized <b>1 year</b> after departure, retaining data for the historical archive and for compliance with child protection legislation. All financial records are kept for between <b>7 and 20 years</b> in line with regulations. Public records are kept for <b>25 months</b> after contact. CCTV records are kept for <b>14 days</b> .

E-mails	All information that is processed in email format is stored through Microsoft Outlook.	Staff are encouraged to minimize email data (i.e. delete emails) on an ongoing basis. All emails are deleted automatically after <b>25 months</b> . Any emails that are considered to be highly important will be transferred to the pupil's school record.
Support for Learning	All data relating to support for learning is processed, including educational psychologists' reports, in-house assessments, pupil support files, IAA files and panel meetings.	Data is minimized at the end of the academic session when the pupil has left Dollar. At age 21 the remaining records are added to the overall pupil record, digitized and kept for the <b>historical archive</b> .
Health, Wellbeing Safety and Security	Data is kept to maintain statutory compliance and to ensure the safe running of the school, such as fire safety records, training records and minutes of the Health, Safety and Security Committee.	All data is kept in compliance with statutory guidelines, and anonymized whenever possible.
Retention of Staff Records	All data relating to staff will be kept throughout the duration of their employment by the school.	Disciplinary and Grievance meeting minutes, witness statements, findings, and notices of outcomes will be kept until the third anniversary of employees' termination of employment. Where the school and an employee enter into a Settlement Agreement under which the employee's employment terminates, formal records of the process and the Agreement entered into will be retained for three years following termination of employment.