



SPENCER ALLIANCE

for LEADERSHIP & TEACHING

Information and Records Retention

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The Spencer Academies Trust is committed to responsible data management, observing best practice on the retention and destruction of information. The retention periods below are based on 2019 guidance from the Information and Records Management Society (IRMS). While this is a summary document, further information and a more extensive set of retention protocols can be found at: <https://irms.org.uk/page/SchoolsToolkit>

In the information below, Y denotes the year of record creation. Y+1 therefore signifies year of creation plus one school year.

DoM	signifies date of meeting and DLE date of last entry.
DoQ	signifies date of qualification awarded.
DoD	signifies date of departure.
DoT	signifies date of training

Processes for recording the destruction of data including keeping a record or brief description of file contents, reference to the applicable retention period, date of approval for disposal and method and place of disposal should be observed. A format for this is available from the Trust Head of Governance.

Retention Guidance

Category	Document Type	Retention Period
SCITT	SCITT Trainee and Future Teaching Scholar applications, assessment records and associated documentation	DoQ + 5 years
SCITT	Mentor, facilitators, tutors, ITT coordinators, subject moderator and colleagues involved in the training process – contact details and associated documents	DoQ + 5 years
Spencer Apprenticeships	Apprentice applications, assessment records and associated documentation, including newsletters	DoQ + 5 years
Spencer Apprenticeships	Mentor, facilitators, tutors, ITT coordinators and colleagues involved in the training process – contact details and associated documents	DoQ + 5 years



EPAO	Apprentice assessment records and associated documentation	DoQ + 5 years
Derby Research School	Training engagement details for all participants	DoT + 5 years
TSH – ECF	Training engagement details for all participants	DoT + 5 years
TSH - AB	ECT, ECT Mentor, Induction Tutor and School leader details and reports for the reporting of statutory induction	DoQ + 6 years
TSH – NPQ	Training engagement details for all participants	DoT + 5 years
TSH	Training engagement details for all participants	DoT + 5 years
Maths Hub	Training engagement details for all participants	DoT + 5 years
Governance	Strategic Board meeting attendance records	DoM + 5 years
	Board member induction, checks and training records	DoD + 3 years
	Records relating to board member monitoring visits	Y + 3 years
	Board member training records	DoD + 3 years
	Annual reports publishable or disclosed to partners including DfE	Y + 10 years
Complaints	Complaints investigated by governing body or principal If pertaining to concerns of negligence involved If pertaining to concerns relating to safeguarding or CP	Y+6 Y+15 Y+40
Operations	SEN records	DoQ + 5 years
Operations	Safeguarding records	Transfer to onward destination or DOB + 25
Operations	GDPR and information consents	DoQ + 5 years



Data Processing Tools we use across the SALT suite

Strand	Our role	Name	Purpose	Link to relevant document
SALT	Data Controller	MyConcern	Safeguarding	
TSH – AB	Data Controller	ECT Manager	Administering AB	
TSH – AB	Data Controller	DfE TRA	Administering AB	
TSH – AB	Data Controller	Other AB and employers on request	Administering AB	
TSH – NPQ	Data Processor	Ambition Portal	Administering NPQs	
TSH – ECF	Data Processor	Ambition Portal	Administering ECF	
TSH – ECF	Data Processor	EDT Portal	Administering ECF	
SCITT	Data Controller	Ace 360	Administering EPA	
EPA	Data Controller	Ace 360	Administering EPA	
Apprenticeships	Data Controller	One File	Administering apprenticeships	
SALT	Data Controller	CRM Build with Pragmatiq	Data management	
SALT	Data Controller	Mailchimp	Newsletters	
SCITT	Data Controller	Galaxkey – DfE secured mailing system	Administering and reporting of internships	N/A
SCITT	Data Controller	DfE Register	Reporting of trainee outcomes	N/A
SCITT	Data Processor	Student Finance	Reporting of trainee finances	
Maths Hub	Data Controller	MH Pod	as a reporting tool to the NCETM (DfE contract)	N/A
Maths Hub	Data Controller	Basecamp	Resource sharing tool for each workgroup	N/A