



MURRAY PARK SCHOOL

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Retention Policy Overview

A comprehensive retention policy is in place. It is available on request

The Data Controller must ensure that a suitable retention policy is in place and is effective. This will be with the support of the Director of Finance & Support Services. Procedures to manage disposal and retrieval of stored data, such as encryption keys and passwords, must also be set out within the retention policy.

Within Murray Park School responsibility for secure retention and review is as follows

Type of Data	Responsible Person
Pupil Progress and Attainment	Data Manager
SIMS or equivalent	Data Manager
Financial	Director of Finance & Support Services
Human Resources	HR Manager
Health and Safety Records	Health & Safety Officer
Governance	Clerk to Governors
Hardware	LEAD IT Services
Software	LEAD IT Services
Statutory and Regulatory	PA, Office Manager
SEN and Health	SENCO
Safeguarding	Safeguarding Officer
Servers	LEAD IT Services
IT to include PCs, laptops and portable storage	LEAD IT Services
Digital records	LEAD IT Services
Emails	LEAD IT Services

Access Control Rules and Rights for Users guidance sets out the level of access across the organisation.

Destruction

At the point of destruction the 'Data Destruction Log' will be completed