

Retention Guidelines

To be used in conjunction with GDPR Policies

The Board of Trustees have agreed to the use of the Retention Guidelines for Schools (which is also suitable for the use of Academies and Multi-Academy Trusts) which has been produced by the Information and Records Management Society. These are attached to this document.

| This Policy is to be used across all DEMAT schools | Version | Date |
|--|---------|----------|
| DEMAT Officer responsible for updating content – DPO | 1 | Nov 2019 |
| Date approved by Board | | |
| Notice to be reviewed annually from date last approved by Board | 1 | Annually |
| Produced by the Information and Records Management Society for use in Schools and MATs | | |