

Salendine Nook High School

Retention Policy

(Non-Statutory)
Recommended practice - DfE

Date policy written:	September 2020
Produced by:	Mrs V Wood
Approved by Finance, Staffing & General Purposes Committee:	8.10.20
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Statement for Salendine Nook Academy Trust

The school is required to have a Retention Policy as part of the new General Data Protection Regulations (GDPR), which came into effect on 25th May 2018. The DfE recommended guidance on this is the Information Management Toolkit for Schools (IMRS), which is sponsored by Tribal. The school will therefore follow this toolkit as the academy's Retention Policy.

Please note a more detailed specific list relating to financial procedures is detailed in the Academy's Financial Procedures Manual. This too is compliant with the IMRS Toolkit.