



**NCER**<sup>CIC</sup>  
National Consortium for Examination Results  
*Community Interest Company*

## **Retention of Records Policy**

NCER cic recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the NCER.

When the General Data Protection Regulation (GDPR) comes into force, the legal basis under which NCER as a Data Processor will process personal data the NCER membership within NCER NEXUS / NOVA is that of legitimate interest.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope

Responsibilities

Retention Schedule

### **Scope of the policy**

This policy applies to all records created, received or maintained by NCER in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by NCER and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

### **Responsibilities**

NCER has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is Managing Director of NCER and he is required to manage NCER's records in

such a way as to ensure compliance with this policy so that information can be retrieved and used lawfully, easily, appropriately and in a timely manner.

## **Retention Schedule**

Under the Freedom of Information Act 2000, NCER is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Managing Director will manage the current record keeping systems using the retention schedule and take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

<b>Retention of Records</b>	<b>Records Retention</b>	<b>Reason</b>
Minutes	7 years	Audit/management
Annual Accounts	7 years	Audit/management
Annual Report	7 years	Audit/management
Bank statements	7 years	Audit/management
Cheque book stubs ( not used since 2016)	Last completed audit	Management
Quotations / Tenders	7 years	Audit
NCER contracts with external parties	7 years	Audit/management
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Honoriam payment records	7 years	Audit
Director's register of interests'	Term of office + 1 year	Management
Complaints	1 year	Management
General information non statutory obligations	13 months	Management
information statutory obligations	3 years	Management
Routine correspondence and e-mails non statutory obligations	13 months	Management

Correspondence and e-mails statutory obligations	3 years	Management
Records of Member Authorities – signed membership forms	Indefinite	Management
Records of Member Authorities- contact details. These are continually being updated	On going	Management
Records of Steering Group Authorities- contact details. These are continually being updated	On going	Management

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of

**Data Held by Angel Solutions for NCER in NEXUS /NOVA**

Currently no data is matched back using DfE NPD data. Some of the NPD files NCER have obtained have previous key stage prior attainment within them but this is an integral part of the file and not NCER process driven.

The data that is ‘matched’ within Nexus happens during the import process. When the data is imported into the system a copy of the previous key stage data or previous phonics outcome are copied and held within a new table that is then used as the basis of calculating progress or the previous phonics outcome. All of this currently happens using LA loaded data only.

The individual pupil date held in NEXUS/Nova will be retained until 31<sup>st</sup> August in the school year that the pupil attains the age of 25. The retention also applies to Census, Pupil Premium and bespoke UDF fields uploaded by an individual LA. This will allow for historical trend analysis to be maintained. Relevant data will be permanently removed from the NCER systems in the calendar month following 31<sup>st</sup> August each year.

The Retention of Records Policy was approved by the NCER Management Board at its meeting on 3<sup>rd</sup> April 2018 and will be reviewed in April 2019.

**Peter Richmond**

**Managing Director – NCER cic – 4<sup>th</sup> April 2018.**