



**Alfreton Park, Wingfield Road  
Alfreton, Derbyshire, DE55 7AL**

Phone: **01773 483330**

E-mail: **info@alfretonpark.derbyshire.sch.uk**

Web: **www.alfretonpark.derbyshire.sch.uk**

Headteacher: Mrs J O'Donnell

### **The purpose and requirements for keeping the data**

Alfreton Park School is committed to the protection and security of all data it is required to keep – in some cases this may be beyond a pupil's, staff member's or governor's tenancy at the school. In light of this, Alfreton Park School is required to keep a digital continuity statement pertaining to computerised data that must be kept for six or more years.

Should the school fail to retain this data, legal action may result in financial penalisation and/or negative press; it is for this reason that the school will retain relevant data for as long as it is required.

### **The information assets to be covered by the statement**

The school understands the sensitivity of some data it is required to keep and ensures measures are in place to secure this data, in accordance with the school's Data Protection Policy and the GDPR.

To ensure the safety of the data and records, Alfreton Park School will not store any data on flash drives (memory sticks). Alfreton Park School understands the importance and sensitivity of some data and sees the use of flash drives as inappropriate due to the fact they can be easy to corrupt, lose or steal. Data will be stored on password protected external hard drives.

### **The individuals responsible for the data preservation**

Data retention will be overseen by the following personnel:

- **Data Protection Lead**
- **Information asset owners**

Should any of the above personnel change, appropriate updates will be made to this and other affected policies and correspondence.

### **The appropriate supported file formats for long-term preservation, and when they need to be transferred**

Microsoft Word documents will be converted into PDF files, to ensure the longevity of their accessibility – file formats should be converted as soon as possible, or within six months, to ensure their compatibility. Further specifications of file conversion are listed below:





**Alfreton Park, Wingfield Road  
Alfreton, Derbyshire, DE55 7AL**

Phone: **01773 483330**

E-mail: **info@alfretonpark.derbyshire.sch.uk**

Web: **www.alfretonpark.derbyshire.sch.uk**

Headteacher: Mrs J O'Donnell

<u>Type of File</u>	<u>To be converted to</u>
Microsoft Word Document	PDF
Microsoft PowerPoint Document	PDF
Microsoft Excel Document	PDF
Images	JPEG
Videos & File inc. CCTV	MOV/MP4

### **The retention of all software specification information and licence information**

If it is not possible for the data created by an unsupported computer system to be converted to the supported file formats, the system itself should be 'mothballed' to preserve the files it has stored. If this is the case with any data, Alfreton Park School will list the complete system specification for the software that has been used and any licence information which will allow the system to be retained in its entirety.

### **How access to the information asset is to be managed in accordance with the GDPR**

To ensure the data's relevance to the school, and that recent files have been correctly converted, the Data Protection Lead will undertake regular archive checks of the data – timeframes are listed in the table below. In accordance with principle five of the GDPR, personal data should be "kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed". Alfreton Park School is committed to ensuring all data is checked regularly to ensure its relevance.

<u>Timeframe</u>	<u>Type of check</u>
Biannually	Relevance check
Annually	Compatibility check and, if required, back-up
At the end of the data's lifecycle (at least every six years)	Check to ensure data is securely disposed of

