

## DATA AND RESEARCH

Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Quantitative and Qualitative Survey Data	Feedback forms, Wellbeing measurement data, written responses	Paper and electronic	Anonymised 2 years after close of project. Retained indefinitely for research purpose.	Education Act 1996, section 537a; Education Act 2005, section 114
Qualitative research programme	Programme documents, Chronologies, Case Studies	Paper and electronic	Anonymised 2 years after close of project. Retained indefinitely for research purpose.	Education Act 1996, section 537a; Education Act 2005, section 114
Qualitative research data	Gathering the views and information of public and staff through qualitative methods, e.g. focus group notes, transcriptions	Paper, electronic and audio	Anonymised 2 years after close of project. Retained indefinitely for research purpose.	Education Act 1996, section 537a; Education Act 2005, section 114
Data and intelligence products	Data reports/ performance reports,	Paper and electronic	2 years after close of project. Secure disposal.	Education Act 1996, section 537a; Education Act 2005, section 114
Schools management information	Pupil Extracts, Attainment, Exclusion Outcomes generated to support evaluation	Electronic	2 years after close of project. Secure disposal.	Education Act 1996, section 537a; Education Act 2005, section 114
Activity and Case data	Information stored Upshot MIS or within workstream storage e.g. excel lists. E.g. parent, child, professional, volunteer data and their use of services/case notes.	Electronic and Paper	Database scheduled to close at end of project. Child data records will be exported and stored in line with Children's Services requirements (up to 15 years).	Education Act 1996, section 537a; Education Act 2005, section 114
Consent forms and consent documentation	Data relating to consent to use material, data, images, collect surveys, medical information	Electronic and Paper	2 years after close of project. Secure disposal.	Education Act 1996, section 537a; Education Act 2005, section 114

**PROGRAMME DOCUMENTATION**

Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Policy, Procedure and Strategy	The information supporting monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Paper and electronic	Until superseded. Secure disposal.	Funding source requirements
Quality and performance management	The information supporting monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Paper and electronic	1 year from closure. Secure disposal.	Funding source requirements
Project Management	The information supporting managing large scale programmes	Paper and electronic	1 year from closure. Secure disposal.	
Training and Development	The information supporting managing large scale programmes	Electronic	Indefinitely	Funding source requirements

**COMMUNICATIONS AND MARKETING**

Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Video and audio	The information used to promote headstart	Electronic and audio	2 years from closure. Secure disposal	