



**Villa Real School**  
*together we achieve*

# Deletion of Data Policy

## 2023

Responsibility: A.Moore and J.Bowe

Date: February 2023

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 06.02.2023

Date to be reviewed: February 2024

## **INTRODUCTION**

Villa Real School undertakes not to retain personal data for longer than is necessary or legal, to ensure compliance with legislation, and other statutory requirements. This is detailed in our Deletion of Data Schedule which is available on request. This schedule is update as any new guidance is published. This means Villa Real will undertake a regular review of the information held and implement a safe destruction process.

The disposal of protected data, in either paper or electronic form, will be conducted in a way that makes reconstruction unfeasible. Electronic files must be securely overwritten, in accordance with government guidance.

(See [https://ico.org.uk/media/for-organisations/documents/1475/deleting\\_personal\\_data.pdf](https://ico.org.uk/media/for-organisations/documents/1475/deleting_personal_data.pdf) for further information)

Other media must be securely disposed of either directly (e.g. shredding) or via a confidential waste service.

All redundant ICT equipment that may have held personal data will have its data deleted in a way that makes reconstruction unfeasible and thereby ensure the data is irretrievably destroyed, or if the storage media has failed it will be physically destroyed.

Disposal of any ICT equipment will also conform to the relevant Waste Electrical and Electronic Equipment Regulations.

The school will only use authorised companies who will supply a written guarantee that this will happen and provide a data destruction certificate.

A Destruction Log should be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation. Full audit records should be kept. This is the responsibility of the ICT Manager.