



## **Digital continuity statement**

## Information

A digital continuity statement (DCS), or data retention statement, outlines why and how a school intends to retain data that should be kept for six or more years.

The ability to properly manage digital data is essential for protecting the information schools depend on to function. Correctly managed data allows schools to operate legally, efficiently and effectively.

Schools should manage their information as an asset, ensuring that it is sourced and managed for as long as required. It is important that data remains accessible yet secure, so that it is available to use when necessary in the future, e.g. if legal charges are ever brought against Social Arts for Education.

Records deemed appropriate for the DCS should be identified early in their lifecycle, so the appropriate measures can be taken. Similarly, data that does not require inclusion in the DCS should also be identified early on, to avoid retaining excess data.

This policy has been reviewed and approved by the staff and governing body: March 2019

Head of Centre: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next review: March 2020

# **Digital continuity statement**

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

Social Arts for Education 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 Social Arts for Education. In light of this, Social Arts for Education is required to keep a digital continuity statement pertaining to computerised data that must be kept for six or more years.

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

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

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

To ensure the safety of the data and records, Social Arts for Education will not store any data on flash drives (memory sticks) unless it is encrypted. Social Arts for Education 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:

- SLT (Annabel Leaver and Ruth McWeeney)
- Information asset owners (LA & DfE)

Should the 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**

As agreed with SLT, Microsoft Word documents will be converted into PDF/CTF 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:

Type of file	To be converted to
Microsoft Word document	PDF/CTF
Microsoft PowerPoint document	PDF
Microsoft Excel document	PDF
Images	JPEG
Videos and film, including 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, Social Arts for Education 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.

Data will be stored on password protected external hard drives, which will be kept in a locked filing cabinet – only Social Arts for Education business officer and the head teacher will have knowledge of these passwords

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

To ensure the data’s relevance to Social Arts for Education, and that recent files have been correctly converted, Social Arts for Education, DCC & DfE 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”. Social Arts for Education is committed to ensuring all data is checked regularly to ensure its relevance.

Timeframe	Type of check
Biannually	Relevance check

Annually	Compatibility check and, if required, back-up files created
At the end of the data's lifecycle (at least every six years)	Check to ensure data is securely disposed of