

Record Retention Policy

Lighthouse has been set up to offer holistic support to children and families at the request of the child's school, working in collaboration with parents and carers. We will meet with parents/carers and their children in the home, at school, online or in multi-agency meetings. In order to best support children and families through positive change we make brief notes of the meetings we have, both with adults and children. These are called case notes.

As part of the Data Protection Act 2018 and the UK GDPR we keep these notes as Legitimate Interest and follow record retention guidelines which best fit the purpose of our work, which is to ensure Children and families are supported to improve their emotional and social wellbeing and to achieve positive change. We store and share information for safeguarding purposes, including information, which is sensitive and personal; this is treated as 'special category personal data'.

This policy should be read alongside the Academy Trust's Data Protection Policy. This document outlines the differences to our retention and storage as a bespoke Parent/child support service.

When writing and reviewing this policy, we have the following in mind:-

- We know what personal data we hold and why we need it.
- We carefully consider and can justify how long we keep personal data.
- We have a policy with standard retention periods where possible, in line with documentation obligations.
- We regularly review our information and erase or anonymise personal data when we no longer need it.
- We have appropriate processes in place to comply with individuals' requests for erasure under 'the right to be forgotten'. We clearly identify any personal data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes.

Case notes are written and stored electronically on a secure database, which is password protected and follows confidential record storage procedures set out in the Data Protection Act. The following table highlights the type of record and the number of years it will be stored.

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Description	Statutory Provision or Notes	Retention Period	Action at end of Retention	Contains personal information
Family Case notes	Case Notes will not be shared with any party except Lighthouse Supervisor/Manager unless permission is given by parent and or child	3 years from closure	Securely destroyed	y
Description	Statutory Provision	Retention Period	Action at end of Retention	Contains personal information
Family Case notes	Child has a safeguarding/concern sheet file Or historic concerns	The child's 25 th birthday	Securely destroyed	Y
Concern sheets/safeguarding concerns	Section 47 Section 17 Safeguarding concern completed at the time of concern	These will have been copied and given to school within 48hours of recording. We will retain with family files as linked to case notes.	Securely destroyed after retention period after 25 years, as they may become relevant in a review or request for access by named child.	Y
Referral Database		Life of Lighthouse project	Securely destroyed	y

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At Lighthouse we ensure our data is stored securely on a dedicated computer system which is only accessible by Lighthouse staff. This is further protected by passwords and right of access to selected practitioners who can view records only on a 'need to know' basis.

This policy will be shared with parents at the beginning of our work with them and will form part of the parent/Lighthouse contract which parents are asked to sign and consent to.

Policy Written: September 2020

Policy updated: August 2021

Policy Reviewed August 2022

Policy Reviewed June 2023