

St Martin and St Mary C of E Primary School

Digital continuity statement

The purpose and requirements for keeping the data

St Martin and St Mary C of E Primary 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, St Martin and St Mary C of E Primary 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 Data Protection Act (DPA) 1998.

To ensure the safety of the data and records, St Martin and St Mary C of E Primary School will not store any data on flash drives (memory sticks. Data will be stored on password protected external hard drives.

The individuals responsible for the data preservation

Data retention will be overseen by the SBM and administrators. Should the asset control 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 the ICT coordinator, 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:

Type of file	To be converted to
Microsoft Word document	PDF
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, St Martin and St Mary C of E Primary 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.

Data that requires Archiving will be stored in Archive files on the server with password protection— only the data controllers and headteacher will have knowledge of these passwords.

How access to the information asset is to be managed in accordance with the DPA

To ensure the data's relevance to the school, and that recent files have been correctly converted, the SBM and administrators will undertake regular archive checks of the data – timeframes are listed in the table below. In accordance with principle five of the DPA, "personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes". St Martin and St Mary C of E Primary School 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