

STORAGE OF DOCUMENTS STATEMENT

JANUARY 2017

ASPIRE
ACADEMY
BEXLEY 

ENDEAVOUR
ACADEMY
BEXLEY 

HORIZONS
ACADEMY
BEXLEY 

The New Horizons Federation ensures all information stored (including electronic recording) on children and their families is accurate, up to date and kept confidential in a secure location.

Information will only be shared when deemed it is in line with a student's best interest. The manner in which information is shared adheres to the New Horizons Federation Safeguarding Policy, Data Protection protocols and Information Sharing: Guidance for practitioners and managers 2015.

Parents and students have a right to request access to records and/or files but must provide 10 days' notice in writing. The New Horizons Federation reserves the rights to remove any documentation or amend documents held within the records that may be deemed to have a detrimental impact on another child, family or a member of staff.

There is a charge for any copying of records and any release of records must be requested in writing to the Executive Head Teacher.

DOCUMENT REVISION

Date	Who	Description
Jan 2016		Initial Version
Jan 2017		Reviewed
Jun 2017	Governors	Approved
Dec 2017	JH	Re-formatted