

**Foundation for Educational Services
Data Protection & Retention Policy
(including Child Care Centres, Skolasajf and
Klabb 3-16 Services)**

Updated: 16th September 2024



Contents

1. Introductory Statement	3
2. Data Protection Principles.....	3
3. Definition of Data Protection Terms:	5
4. Other Legal Obligations.....	6
5. Retention.....	7
6. Dealing with Data Access Requests.....	58
7. Whistle-blowing	58
8. Ratification and Communication.....	58
9. Monitoring the Implementation of the Policy	59
10. Reviewing and Evaluating the Policy.....	59

1. Introductory Statement

- 1.1. All personal information which the Foundation for Educational services holds is protected by the Data Protection Act, Chapter 586 of the Laws of Malta.
- 1.2. This policy document sets out in writing, the manner in which personal data relating to staff, students and other individuals such as parents, guardians, custodians, suppliers and contracted employees is kept, the retention period, and how the relative data is protected.
- 1.3. This policy document applies to the collection, processing, and retention of personal data, both in manual as well as in electronic form. This policy aims to assist the Foundation for Educational Services to meet its statutory obligations and to inform the management and all the stakeholders mentioned above how their data shall be treated.

2. Data Protection Principles

- 2.1. The Foundation for Educational Services act as a data controller of personal data relating to its past, present and future employees, service users, parents, guardians, custodians, boards of management, and various other individuals. To this end, the Foundation for Educational Services is obliged to comply with the principles of data protection set out in the Data Protection Act, which could be summarised as follows:

- 2.1.1. Obtainment and Processing of Personal Data in a Fair Manner:

Information about the Foundation for Educational Services' service users is gathered from parents and/or guardians and/or custodians.

Information relating to employees, members of staff, individuals applying for positions within the Foundation for Educational Services is generally furnished by the individuals themselves, with full and informed consent, and compiled during the course of their employment or contact with the Foundation for Educational Services. In the case of contracted employees, a Data Processing Agreement is signed between the Foundation and the named contractor which details the processing of the information required by the Foundation related to the contracted employees.

All such data is treated in accordance with the Data Protection Act and the terms of this Data Protection Policy. The information is obtained and processed fairly; an end achieved through the adoption of the appropriate data protection notices at the point of data capture, for example, Service Users' Enrolment Forms and Staff Application Forms. The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

- 2.1.2. Information is kept only for one or more specified and explicit lawful purposes: the Foundation for Educational Services informs individuals about the reasons behind the collection of their data, as well as how and when the data will be used. All information is at all points maintained with the best interest of the individual in mind.
 - 2.1.3. Information is only processed in ways compatible with the purposes for which it was originally given; data relating to individuals is only processed in a manner that is consistent

with the purposes for which it was originally gathered. Information is only disclosed on a need-to-know basis, and access to it is strictly controlled. From time to time, it may be necessary for the Foundation for Educational Services to disclose employees' personal information to third parties, including but not limited to, the Inland Revenue Commissioner, the National Statistics' Office, educational institutions, trade unions (in relation to union members only), and/or other governmental bodies.

Service users' data may be disclosed to third parties, including but not limited to, departments directly associated with child protection issues, medical bodies, the Police Force and/or other entities whose data request is justified by the Laws of Malta. At certain points, it may be necessary to disclose information in order to comply with any legal obligations. The Foundation for Educational Services takes all reasonable steps as required by law in order to ensure the safety, privacy and integrity of the disclosed information, and, where necessary and appropriate, enter into contracts with such third parties to fully protect the privacy and integrity of any information supplied.

- 2.1.4. Keeping personal data safe and secure: it is an all-time principle that only those individuals with genuine reasons to do so may gain access to the information. Sensitive personal data is securely stored under lock and key in the case of manual records, and protected by firewall software and password protection in the case of electronically stored data. The Foundation for Educational Services takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data, and against any accidental loss or destruction.
- 2.1.5. Keeping personal data in an accurate, complete and up-to-date manner: service users, parents/guardians/custodians, and/or employees are bound to inform the Foundation for Educational Services of any change which should be made to their personal data, and this to ensure that the individual's data is accurate, complete and up-to-date. Once so informed, the Foundation for Educational Services shall make all the necessary changes to the relative records.

Whenever an alteration or a correction is required, a document attesting to the authorisation to conduct the same, as well as the alteration or correction to be made to any original record and/or documentation, should be dated and signed by the person requesting the change.

- 2.1.6. Ensuring that obtained data is adequate, relevant and not excessive: only the necessary amount of information required to provide an adequate service will be gathered and stored.
- 2.1.7. Ensuring that data is retained for no longer than is necessary for the specific purposes for which it was given as outlined in Section 5 of this Policy.

Personal data processed for statistical and research purposes shall remain anonymous. Where data is required for research related to service users, consent is sought from the parent / legal guardian prior to its collection and disclosure.

- 2.1.8. The Foundation for Educational Services obtains parents'/legal guardians' approval prior the taking of visual images in the form of photos, videos or other means, within its centres. It is pertinent to point out that Foundation is only responsible for visual images taken by its staff members. The FES might also team up with other stakeholders who offer sessions

during Skolasajf, who request their own consent from parents to take visual images during the activities. Other persons taking visual images for personal use during an activity are personally responsible for the use of such visual images. Where a public event is held in the centre for which there will be the press covering the event, the parents will be informed beforehand and asked for their consent. Following any filming/photography undertaken by the members of the press, the Foundation has no control on how such material will be used whatsoever.

- 2.1.9. Provision of copies of their personal data to any individual, on request; since individuals have a right to know what personal data is held about them, by who, and the purpose for which it is held, upon making an access request, any individual about whom the Foundation for Educational Services keeps personal data, is entitled to a copy of their personal data as per Section 6 of this policy.

3. Definition of Data Protection Terms:

- 3.1. **Definitions:** In order to properly understand the Foundation for Educational Services' obligations, there are some key terms that need to be understood by all the management and staff.

- 3.1.1. Personal Data means ANY information relating to an identified or identifiable natural person; or an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.

The term "any" makes it clear that the spirit of the Act is not to narrow the definition by listing what constitutes information, for instance, a person's name and surname, but leaves the definition open to interpretation.

- 3.1.2. Data subject means a natural person to whom the personal data relates. A deceased person and a legal person are not considered as data subjects.
- 3.1.3. Controller of personal data means a person who, alone or jointly with others, determines the purposes and means of the processing of personal data. A data controller could be individuals, organisations, or any other body corporate. Data controllers must ensure that any processing of personal data for which they are responsible complies with the Act.
- 3.1.4. Processor means a person who processes personal data on behalf of the controller.
- 3.1.5. Processing of personal data means any operation or set of operations which is/are taken in regard to personal data, including the collection, recording, organisation, storage, adaptation, alteration, retrieval, gathering, use, disclosure by transmission, dissemination or otherwise making information available, alignment or combination, blocking, erasure or destruction of such data.

4. Other Legal Obligations

4.1. Implementation of this Policy should take full account of the legal obligations and responsibilities imposed on the Foundation for Educational Services. This is especially since some legislation places an obligation on the Foundation for Educational Services to obtain and retain personal data and is thus directly relevant to data protection. For example:

- i. Social Security Act; Chapter 318 of the Laws of Malta;
- ii. Children and Young Persons Act; Chapter 285 of the Laws of Malta;
- iii. Employment and Industrial Relations Act; Chapter 452 of the Laws of Malta;
- iv. Retirement Pensions Act; Chapter 514 of the Laws of Malta;
- v. Auditor General and National Audit Office Act; Chapter 396 of the Laws of Malta;
- vi. Occupational Health and Safety Authority Act; Chapter 424 of the Laws of Malta;
- vii. Education Act; Chapter 327 of the Laws of Malta.

5. Retention

Human Resources				
<u>Category</u>	<u>Retention Period</u> <u>*applies for both</u> <u>soft and hard copy</u> <u>documentation</u>	<u>Storage location</u>	<u>FES employees having</u> <u>access to such information</u>	<u>Employee</u> <u>responsible</u>
Application forms to work with the FES (both internal and external, successful and unsuccessful)	Retention period will be for 5 years following the validity period of the call unless a complaint has been filed on the process in which case the relevant data needs to be retained until this complaint is addressed.	Electronically on the FES recruitment portal HR Department Archives	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR Interviewing Board	
Centres Staff Lists (containing staff details of a particular centre)	Retention period will be for 1 scholastic year	Electronically on the FES recruitment portal HR Department	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR Manager Services Programme Coordinator Services	

			Centre Coordinator	
Collective Agreements	Physical and Electronic file will be retained for 4 years from the date the collective agreement expires	All FES employees are entitled to have a copy	All FES employees are entitled to have a copy	
Employee Personal File (over 18 years) including: • CV • certificates • employment contract • teleworking agreements • performance reviews • disciplinary records • engagement forms (which includes taxation, social security and IBAN number) • medical history	Retention period will be for 10 years	HR Department Archive Room at Head Office (when the employee leaves the entity)	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR Child Care Centre Coordinator	

• data protection agreements • applications for transfer of leave • warnings • risk assessments for pregnant employees.				
Employee Personal File (under 18 years) including: • CV • certificates • employment contract • teleworking agreements • performance reviews • disciplinary records • engagement forms (which includes taxation, social security and	Retention period will be for 10 years	HR Department Archive Room at Head Office (when the employee leaves the entity)	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	

IBAN number) • medical history • data protection agreements • applications for transfer of leave • warnings • Birth certificate (for students below 18 years of age) • Letter of approval from at least 1 parent (for students below 18 years of age) • Copy of Consent Form to be given to parents				
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Underage Risk Assessment				
Eye Test Records	Retention period will be for 1 year	Corporate Services Unit	Manager Corporate Services Programme Coordinator Procurement Coordinator Administration Administration Assistant	Programme Coordinator – Procurement
Generic Email – HR	Retention period will be for 2 years	HR Department	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
Grievances File	Retention period will be for 3 years	HR Department Archive Room at Head Office (when the employee leaves the entity)	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
Industrial Tribunal Files (including termination cases solved by DIER/Court)	Retention period will be 5 years from date of court sentence	HR Department Archive Room at Head Office (when the employee leaves the entity)	CEO Head HR Manager HR	
Injuries on duty	Retention period will be for 1 year	HR Department Archive Room at Head Office (when the employee leaves the entity)	CEO Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	

Injuries on duty – Insurance Claim Forms	Retention period will be for 1 year	Corporate Services	Head Business Support Manager Corporate Services Programme Coordinator Procurement Insurance Provider	
Interview Records	Retention period will be for 5 years	Electronically on the FES recruitment portal HR Department Archive Room at Head Office	CEO (if the need arises) Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR Interviewing Board	
Recruitment File	Retention period will be for 5 years	HR Department Archive Room at Head Office	CEO (if the need arises) Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR Interviewing Board	
Reference / Declaration Letters Issued	Retention period will be until employee leaves the entity.	HR Department	Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
Requests to deal with Jobsplus on their behalf	Retention period will be for 3 years	HR Department	Head HR Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	

Training				
<u>Category</u>	<u>Retention Period</u> <u>*applies for both soft and hard</u> <u>copy documentation</u>	<u>Storage</u> <u>location</u>	<u>FES employees having</u> <u>access to such</u> <u>information</u>	<u>Employee responsible</u>
CV	Retention period of 40 years	HR Department	Head HR Head Programmes Manager Programmes Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
First Aid Certificate	Retention period of 40 years	HR Department	Head HR Head Programmes Manager Programmes Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
Placement Sheet	Retention period of 40 years	HR Department	Head HR Head Programmes Manager Programmes Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
Police Conduct	Retention period of 40 years	HR Department	Head HR Head Programmes Manager Programmes Manager HR Programme Coordinator HR	

			Coordinator HR Programme Secretary HR	
Reference Letter	Retention period of 40 years	HR Department	Head HR Head Programmes Manager Programmes Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	
School Leaving Certificate	Retention period of 40 years	HR Department	Head HR Head Programmes Manager Programmes Manager HR Programme Coordinator HR Coordinator HR Programme Secretary HR	

Child Care Services				
<u>Category</u>	<u>Retention Period</u> <u>*applies for both soft and hard copy documentation</u>	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Activity Plans for Children	Retention of 6 months	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Child Care Educator Programmes Unit	Child Care Centre Coordinator
Activity Evaluation Forms	Retention of 6 months	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit	Child Care Centre Coordinator
AC Servicing Job Sheet	Retention period of 5 years	Child Care Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator	Child Care Centre Coordinator
Affidavits	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit	Child Care Centre Coordinator
Agenzija Appogg Child Protection Referral Form	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Agenzija Appogg	Child Care Centre Coordinator

Authorise third parties to collect children consent form	Retention till 1 years from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Birth Certificate	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Programme Secretary (Child Care)	Child Care Centre Coordinator
Biting Incident Form	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Programme Secretary (Child Care)	Child Care Centre Coordinator
CCTV Footage	Retention of 7 days depending on the system installed	Child Care Centre	Child Care Centre Coordinator FES Management	Child Care Centre Coordinator Programme Coordinator – Technical Support
CCTV Testing Job Sheet	Retention period of 5 years	Child Care Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator	Child Care Centre Coordinator
Certification of Electrical Installation	Retention period of 5 years	Child Care Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator	Child Care Centre Coordinator

Child well-being consent form	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Programme Secretary (Child Care)	Child Care Centre Coordinator
Children's personal information sheet	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Children's Attendances	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Children's Time in and Time out Sheet	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Cleaning Schedule	Retention period of 6 months	Child Care Centre	Child Care Centre Coordinator Corporate Services Unit	Child Care Centre Coordinator

Cleaner's Time Sheets	Retention period of 1 year (it is important that these are forwarded to the Payroll Department)	Child Care Centre	Child Care Centre Coordinator Corporate Services Unit Programme Secretary (Child Care) Business Unit	Child Care Centre Coordinator
Community Worker Time Sheets	Retention period of 1 year within the centre (it is important that these are forwarded to the Payroll Department)	Child Care Centre	Child Care Centre Coordinator Corporate Services Unit Programme Secretary (Child Care) Business Unit	Child Care Centre Coordinator
Complaints Forms	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Programme Secretary (Child Care)	Child Care Centre Coordinator
Coordinators' meetings minutes	Retention period of 2 years	Child Care Centre	Child Care Centre Coordinator Programmes Unit Services Unit FES Management Person appointed by FES Management to take the minutes	Child Care Centre Coordinator Programmes Unit Services Unit FES Management Person appointed by FES Management to take the minutes
Custody Documents – where applicable	Retention till 1 year from termination of service	Child Care Centre	Child Care Centre Coordinator	Child Care Centre Coordinator

		*in case of special cases this may be brought to HEAD OFFICE	Services Unit Programmes Unit Programme Secretary (Child Care)	
DQSE Licence	This should be never destroyed for the sake of continuation of service.	Child Care Centre Services Unit	Child Care Centre Coordinator Services Unit Corporate Services Unit	Child Care Centre Coordinator
DQSE Report	This should be never destroyed for the sake of continuation of service.	Child Care Centre Services Unit	Child Care Centre Coordinator Services Unit Corporate Services Unit	Child Care Centre Coordinator
Electrical Testing Reports	Retention period of 5 years	Child Care Centre Corporate Services Unit	Child Care Centre Coordinator Manager Corporate Services Coordinator Administration	Child Care Centre Coordinator
Exit Reports	Retention period of 1 year	Child Care Centre	Child Care Centre Coordinator Programmes Unit	Child Care Centre Coordinator
Facebook Page Messages (both FES generic page and centre's individual pages)	Retention period of 1 year	Child Care Centre Head Office	Child Care Centre Coordinator Head of HR Coordinator Marketing	Child Care Centre Coordinator Coordinator Marketing
Fire Alarm Testing Job Sheet	Retention period of 5 years	Child Care Centre Corporate Services Unit	Child Care Centre Coordinator Manager Corporate Services Coordinator Administration	Child Care Centre Coordinator
Fire Drills Evacuation Sheets	Retention period of 2 years	Child Care Centre Corporate Services Unit	Child Care Centre Coordinator	Child Care Centre Coordinator

			Programme Secretary (Child Care) Manager Corporate Services Coordinator Administration	
Fire Extinguisher Testing Job Sheet	Retention period of 5 years	Child Care Centre Corporate Services Unit	Child Care Centre Coordinator Manager Corporate Services Coordinator Administration	Child Care Centre Coordinator
Free Child Care Scheme monthly booking	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programme Secretary (Child Care) Business Support Unit Jobsplus	Child Care Centre Coordinator
ID Cards – Authorised Persons to pick up children	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
ID Cards – Parents	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Images, Photos, Videos (soft copy)	Retention period of 5 years	Child Care Centre HR	Child Care Centre Coordinator Programmes Unit	Child Care Centre Coordinator

			HR Head Coordinator Marketing Child Care Educators Programme Secretary (Child Care)	
Images, Photos, Videos (used in publications and broadcast)	No retention period Printed/electronic publications issued by the FES are disseminated amongst the general public			Child Care Centre Coordinator
Images, Photos, Videos (to be used in Learning Journals)	Images will be deleted as soon as the child no longer attends the centre	Child Care Centre	Child Care Centre Coordinator Programmes Unit HR Head Coordinator Marketing Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Images, Photos, Videos and newsletter consent form	Retention period of 5 years	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit HR Head Coordinator Marketing	Child Care Centre Coordinator Coordinator Marketing
Images, Photos, Videos shared on social media	Retention period of 5 years for both the FES Facebook Page and Individual Centres Pages	Social Media	Programmes Unit Child Care Centre Coordinator HR Head Coordinator Marketing	Child Care Centre Coordinator Coordinator Marketing

Images, Videos (Staff and children) to be used for internal training purposes	Retention period of 5 years	Child Care Centre Programmes Unit	Child Care Centre Coordinator Programmes Unit Programme Secretary (Child Care) HR Head Coordinator Marketing	Coordinator Marketing
Immunization Record	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Child Care Educators Programme Secretary (Child Care) Paediatrician	Child Care Centre Coordinator
Incident report	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Injuries – Insurance Claim Forms	Retention period will be for 1 year	Corporate Services Unit	Head Business Support Manager Corporate Services Programme Coordinator Procurement Insurance Provider	Child Care Centre Coordinator
Legionella Testing Reports	Retention period of 5 years	Child Care Centre Corporate Services Unit	Child Care Centre Coordinator Manager Corporate Services	Child Care Centre Coordinator

			Coordinator Administration	
Logbooks	Retention period of 3 years	Child Care Centre Programmes Unit	Child Care Centre Coordinator Programmes Unit Child Care Educators CEO	Child Care Centre Coordinator
Medical Screening Forms	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programmes Unit Child Care Educators Programme Secretary (Child Care) Parents	Child Care Centre Coordinator
Meggitt Developmental Checklist	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Child Care Educators Programme Secretary (Child Care) Parents	Child Care Centre Coordinator
Monthly Reports	Retention period of 1 year	Child Care Centre Services Unit	Child Care Centre Coordinator Services Unit Programmes Unit Child Care Educators	Child Care Centre Coordinator
Monthly Contributions Sheet	Retention period of 1 year *NB: once paperwork is brought to Head Office, paperwork left at the	Child Care Centre Finance	Child Care Centre Coordinator Programme Secretary (Child Care) Head of Business	Child Care Centre Coordinator

	centre can be discarded after a period of 1 year .		Programme Coordinator – Finance Coordinator – Finance	
Notices for Staff issued by the Centre Coordinator	Retention period of 1 year	Child Care Centre All Head Office Units	Child Care Centre Coordinator All Head Office Units Child Care Educators CEO	Child Care Centre Coordinator
Nurses Timesheets	Retention period of 1 year (it is important that these are forwarded to the Payroll Department)	Child Care Centre	Child Care Centre Coordinator Programme Secretary (Child Care) Business Unit Programmes Unit Corporate Services	Child Care Centre Coordinator
Operations Manuals	Outdated versions can be discarded upon issuing of a new Operations Manual	Child Care Centre All Head Office Units	Child Care Centre Coordinator All Head Office Units Child Care Educators	Child Care Centre Coordinator All Head Office Units Child Care Educators
Outings Consent Form	Retention till 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Child Care Educators Programme Secretary (Child Care)	Child Care Centre Coordinator
Outings Information	Retention till end of year	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Child Care Educators	Child Care Centre Coordinator

			Programme Secretary (Child Care)	
PAT Testing Reports	Retention period of 5 years	Child Care Centre Corporate Services Unit	Child Care Centre Coordinator Manager Corporate Services Coordinator Administration	Child Care Centre Coordinator
Parents' employers' declaration of working days and hours	Retention period of 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programme Secretary (Child Care) Jobsplus	Child Care Centre Coordinator
Parents' Employment Contracts	Retention period of 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programme Secretary (Child Care) Jobsplus	Child Care Centre Coordinator
Parents' Payslips	Retention period of 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Services Unit Programme Secretary (Child Care) Jobsplus	Child Care Centre Coordinator
Petty Cash Claim Forms	Retention period of 10 years	Child Care Centre	Centre Coordinator	Child Care Centre Coordinator

			Programme Secretary (Child Care)	
Petty Cash Receipts	Retention period of 2 years	Child Care Centre	Centre Coordinator Programme Secretary (Child Care)	Child Care Centre Coordinator
Record of Injuries Before Coming to the Centre	Retention period of 3 years or 1 year from termination of service	Child Care Centre	Child Care Centre Coordinator Programme Secretary (Child Care) Services Unit Child Care Educators	Child Care Centre Coordinator
Record of Injuries Occurring at the Centre	Retention period of 3 years or 1 year from termination of service	Child Care Centre	Child Care Centre Coordinator Programme Secretary (Child Care) Services Unit Programmes Unit HR Department Child Care Educators	Child Care Centre Coordinator
Registration Form – Cancelled before it was accepted	Retention till 1 year from termination of service In case of forms received and parents/legal guardians decide not to avail of service these are to be destroyed as soon as parents/legal guardians inform the Centre Coordinator in writing that they are	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Services Unit Programme Secretary (Child Care) Child Care Educators	Child Care Centre Coordinator

	refusing the service or when the application is expired, that is, the child is eligible to attend KG.			
Registration Form – Cancelled after being already accepted	Retention period of 3 years or 1 year from termination of service	Child Care Centre	Child Care Centre Coordinator Programmes Unit Services Unit Programmes Secretary (Child Care)	Child Care Centre Coordinator
Risk Assessments (Premises)	Retention period of 5 years	Child Care Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator	Child Care Centre Coordinator
Risk Assessments (Pregnant Employees)	Retention period of 2 years	Child Care Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator HR Department	Child Care Centre Coordinator
Rosters	Retention period of 3 months	Child Care Centre	Child Care Centre Coordinator Services Unit Programme Secretary (Child Care) Child Care Educators	Child Care Centre Coordinator
Serious injury reports	Retention period of 3 years or 1 year from termination of service	Child Care Centre *in case of special cases this may be brought to HEAD OFFICE	Child Care Centre Coordinator Programmes Unit Services Unit Programme Secretary (Child Care) Child Care Educators Parents	Child Care Centre Coordinator

Supervision meetings minutes	Retention period of 2 years	Child Care Centre	Child Care Centre Coordinator Programmes Unit HR Unit Services Unit	Child Care Centre Coordinator
Support Visit Sheets	Retention of 2 years	Services Unit Programmes Unit HR Unit	Programme Coordinator Services Programme Coordinator Programmes Programme Coordinator HR HO FES Management	Child Care Centre Coordinator
Tax Rebate Form	Retention period will be for 10 years	Child Care Centre Business Support Unit	IRD Child Care Centre Coordinator Programme Secretary (Child Care) Business Support Unit	Child Care Centre Coordinator
Waiting List	Retention till 2 months from when the child is placed within the centre / expiry / cancellation	Child Care Centre Services Unit	Child Care Centre Coordinator Services Unit Programme Secretary (Child Care) CEO	Child Care Centre Coordinator
Whatsapp Messages	Retention period of 1 year	Head Office	HR Head Coordinator Marketing	HR Head Coordinator Marketing

Klabb 3-16				
<u>Category</u>	<u>Retention Period</u> *applies for both soft and hard copy documentation	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Affidavits	Retention till 3 years from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities	Centre Coordinator
Agenzija Appogg Child Protection Referral Form	Retention till 1 year from termination of service to	Klabb 3-16 Centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities	
Birth Certificate – where applicable	Retention till 3 years from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities	Centre Coordinator
Bookings for Holidays (online and excel versions)	Retention period of 3 years	Klabb 3-16 Centre	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers	Centre Coordinator

Cleaning Schedule	Retention till end of scholastic year	Klabb 3-16 Centre	Centre Coordinator Play Worker with Extra Responsibilities	Centre Coordinator
Custody Documents – where applicable	Retention till 3 years from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities	Centre Coordinator
Daily Checklist (Cleaning)	Retention of 3 months	Klabb 3-16 Centre	Centre Coordinator Play Worker with Extra Responsibilities Manager Corporate Services	Centre Coordinator
ID Cards – Authorised Persons to pick up children	Retention till end of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
ID Cards - Parents	Retention till end of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
IEP Report Occupational Therapy Report	Retention till 3 years from termination of service	Klabb 3-16 Centre	Centre Coordinator Programmes Unit	Centre Coordinator

Psychological Report CDAU Report Speech Language Report		*in case of special cases this may be brought to HEAD OFFICE	Play Worker with Extra Responsibilities Child Support Workers and Nominated Child Support Workers	
Incident Report	Retention till 1 year from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
Injury Reports	Retention till 1 year from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Programmes Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers HR Department CEO	Centre Coordinator
Injuries – Insurance Claim Forms	Retention period will be for 1 year	Corporate Services	Head Business Support Manager Corporate Services Programme Coordinator Procurement Insurance Provider	Centre Coordinator

Outing check list	Retention till end of scholastic year	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
Outing Consent Form	Retention till 1 year from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
Parents' job history sheet.	Retention till 3 years from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit	Centre Coordinator
Parents' Payslips	Retention till 3 years from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit	Centre Coordinator
Permission to walk from home	Retention till 1 year from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers	Centre Coordinator

			Child Support Workers and Nominated Child Support Workers	
Images, Photos, Videos and newsletter consent form	Retention period will be for 5 years or 5 years after termination of service if the latter exceeds such period	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit HR Head Coordinator Marketing Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator Coordinator Marketing
Images, Photos, Videos (soft copy)	Retention period will be for 5 years or 5 years after termination of service if the latter exceeds such period	Klabb 3-16 Centre Programmes Unit	Centre Coordinator Programmes Unit HR Head Coordinator Marketing Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator Coordinator Marketing
Images, Photos, Videos (used in publications)	No retention period Printed/electronic publications issued by the FES are disseminated amongst the general public			

Images, Photos, Videos shared on social media	Retention period will be for 5 years or 5 years after termination of service if the latter exceeds such period	Social Media	Social Media HR Head Coordinator Marketing	Centre Coordinator Coordinator Marketing
Images, Videos (Staff) to be used for internal training purposes	Retention period of 5 years	Child Care Centre Programmes Unit	Child Care Centre Coordinator Programmes Unit HR Head Coordinator Marketing Programme Secretary (Child Care)	Centre Coordinator Coordinator Marketing
Record of injuries before coming to centre	Retention till 1 year from termination of service	Klabb 3-16 Centre	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
Registration Form	Retention till 3 years from termination of service	Electronically on the FES services portal Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
Registration Form - Cancelled	Retention period of 3 years	Electronically on the FES services portal Klabb 3-16 Centre	Centre Coordinator Services Unit	Centre Coordinator

			Play Worker with Extra Responsibilities	
Risk Assessments (Pregnant Employees)	Retention period of 1 year	Klabb 3-16 Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator HR Department	Centre Coordinator
Risk Assessments (Premises)	Retention period of 1 year	Klabb 3-16 Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator Play Worker with Extra Responsibilities Head of School College Principal Programme Coordinator Inclusion	Centre Coordinator
Sign out sheets (children)	Retention till 1 year from termination of service	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers Parents	Centre Coordinator
Subsidy Application Forms	Retention till renewal of application, that is in October. If the application is not renewed, retention is yearly, in October	Klabb 3-16 Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers	Centre Coordinator

			Child Support Workers and Nominated Child Support Workers Parents	
Support Visit Sheets	Retention of 2 scholastic years	Services Unit Programmes Unit HR Unit	Programme Coordinator Services Programme Coordinator Programmes Programme Coordinator HR FES Management	Programme Coordinator Services Programme Coordinator Programmes Programme Coordinator HR FES Management
Tax Rebate Record Sheet	Retention period will be for 10 years	Klabb 3-16 Centre Business Support Unit	IRD Centre Coordinator Play Worker with Extra Responsibilities Business Support Unit	Centre Coordinator
Timesheet - Cleaners	Retention period of 1 year (it is important that these are forwarded to the Payroll Department)	Klabb 3-16 Centre Business Support Unit	Centre Coordinator Business Support Unit	Centre Coordinator
Timesheet - Nurses	Retention period of 1 year (it is important that these are forwarded to the Payroll Department)	Klabb 3-16 Centre Business Support Unit	Centre Coordinator Business Support Unit Programmes Unit	Centre Coordinator
Timesheet – Security	Retention period of 1 year (it is important that these are forwarded to the Payroll Department)	Klabb 3-16 Centre Business Support Unit	Centre Coordinator Business Support Unit	Centre Coordinator
Transport Routes	Retention period of 1 year	Klabb 3-16 Centre Services Unit	Centre Coordinator Coordinator Services Programme Coordinator Services	Centre Coordinator

			Manager Services	
Weekly Plan of Activities	Retention period of 2 years	Klabb 3-16 Centre	Centre Coordinator Play Worker with Extra Responsibilities Programmes Unit Business Support Unit	Centre Coordinator
Waiting List	Retention till 2 months from when the child is placed within the centre	Klabb 3-16 Centre Services Unit	Centre Coordinator Services Unit	Centre Coordinator

Skolasajf				
<u>Category</u>	<u>Retention Period</u> <u>*applies for both soft and hard copy documentation</u>	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Affidavits	Soft copy on portal: Retention till 3 years from the end of Skolasajf Hard copy at centre: retention till end of Skola Sajf.	Skolasajf Centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities	Centre Coordinator Services Unit
Agenzija Appogg Child Protection Referral Form	Retention till 1 year from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities	Centre Coordinator Services Unit
Birth Certificate – where applicable	Soft copy on portal: Retention till 3 years from the end of Skolasajf Hard copy at centre: retention till end of Skola Sajf.	Skolasajf Centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities	Centre Coordinator Services Unit
Cleaning Schedule	Retention till end of Skolasajf	Skolasajf Centre	Centre Coordinator	Centre Coordinator
Custody Documents – where applicable	Soft copy on portal: Retention till 3 years from the end of Skolasajf Hard copy at centre: retention till end of Skola Sajf.	Skolasajf Centre	Centre Coordinator Services Unit Play Worker with Extra Responsibilities	Centre Coordinator Services Unit

Daily Checklist (Cleaning)	Retention till end of Skolasajf	Klabb 3-16 Centre	Centre Coordinator Play Worker with Extra Responsibilities Manager Corporate Services	Centre Coordinator
Fire Drills Evacuation Reports	Retention of 2 years * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Corporate Services Unit	Centre Coordinator Play Worker with Extra Responsibilities Manager Corporate Services Coordinator Administration Programmes Unit	Centre Coordinator Coordinator Administration
ID Cards - Parents	Retention till end of Skolasajf	Skolasajf Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator Services Unit
Authorisation pick up form	Retention till end of skolasajf	Skola Sajf centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator

IEP Report Occupational Therapy Report Psychological Report CDAU Report Speech Language Report	Retention till 1 year from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit Play Worker with Extra Responsibilities Child Support Workers and Nominated Child Support Workers	Centre Coordinator Programmes Unit
Incident Report	Retention till 2 months from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator Programmes Unit
Injury Reports	Retention till 1 year from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers CEO HR Department	Centre Coordinator Programmes Unit
Outing check list	Retention till end of year * This document is to continue being stored at Head Office Level only, upon	Skolasajf Centre	Centre Coordinator Programmes Unit	Centre Coordinator Programmes Unit

	termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.		Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	
Outing Consent Form	Retention till 1 year from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator Programmes Unit
Parents' employers' declaration of working days and hours	Soft copy on Portal Retention till 3 years from the end of Skolasajf Hard copy at centre: retention till end of Skola Sajf	Skolasajf Centre	Centre Coordinator Services Unit Jobsplus	Centre Coordinator Services Unit
Parents' Employment Contracts	Soft copy on portal Retention till 3 years from the end of Skolasajf Hard copy: retention till end of Skola Sajf.	Skolasajf Centre	Centre Coordinator Services Unit Jobsplus	Centre Coordinator Services Unit
Parents' Payslips	Soft copy on portal: Retention till 3 years from the end of Skolasajf Hard copy: retention till end of Skola Sajf.	Skolasajf Centre	Centre Coordinator Services Unit Jobsplus	Centre Coordinator Services Unit

Parents' Job history sheets	Soft copy on portal: Retention till 3 years from the end of Skolasajf Hard copy: retention till end of Skola Sajf	Skolasajf Centre	Centre Coordinator Services Unit Jobsplus	Centre Coordinator Services Unit
Permission to walk from home	Retention till 2 months from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator Services Unit
Images, Photos, Videos and newsletter consent form	Retention period will be for 5 years or 5 years after termination of service if the latter exceeds such period * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers HR Head Coordinator Marketing	Centre Coordinator Coordinator Marketing
Images, Photos, Videos (soft copy)	Retention period will be for 5 years or 5 years after termination of service if the latter exceeds such period * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that	Skolasajf Centre	Centre Coordinator Programmes Unit Play Worker with Extra Responsibilities Playworkers	Centre Coordinator Coordinator Marketing

	particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.		Child Support Workers and Nominated Child Support Workers HR Head Coordinator Marketing	
Images, Photos, Videos (used in publications)	No retention period Printed/electronic publications issued by the FES are disseminated amongst the general public			
Images, Photos, Videos shared on social media	Retention period will be for 5 years or 5 years after termination of service if the latter exceeds such period	Social Media	Social Media HR Head Coordinator Marketing	Centre Coordinator Coordinator Marketing
Images, Videos (Staff and children) to be used for internal training purposes	Retention period of 5 years * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Programmes Unit HR Head Coordinator Marketing	Centre Coordinator Coordinator Marketing
Record of injuries before coming to centre	Retention till 2 months from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	Centre Coordinator
Registration Form	Retention till 3 years from the end of Skolasajf	Electronically on the FES services portal	Centre Coordinator Services Unit	Services Unit

			Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers	
Registration Form - Cancelled	Retention period of 3 years from the end of Skolasajf	Electronically on the FES services portal	Centre Coordinator Services Unit Play Worker with Extra Responsibilities	Services Unit
Request for Regular Administration of Medication and Treatment of Students Attending Mainstream	Retention till 2 months from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Programmes Unit	Centre Coordinator Programmes Unit Programme Coordinator Inclusion Nursing Service Provider Play Worker with Extra Responsibilities Child Support Workers and Nominated Child Support Workers	Centre Coordinator Programmes Unit
Risk Assessments (Premises)	Retention period of 1 year * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator Play Worker with Extra Responsibilities Head of School College Principal Programme Coordinator Inclusion	Coordinator Administration

Risk Assessments (Pregnant Employees)	Retention period of 1 year * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator HR Department	Coordinator Administration HR Department
Risk Assessments (Underage)	Retention period of 1 year * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator HR Department	HR Department
School Contracts	Retention period of 2 years from the end of Skolasajf * This document is to be brought at Head Office before the start of Skolasajf. It will continue being stored at Head Office accordingly.	Skolasajf Centre Corporate Services Unit	Manager Corporate Services Coordinator Administration Centre Coordinator Play Worker with Extra Responsibilities Head of School College Principal Programme Coordinator Inclusion Regional Coordinators	Coordinator Administration
Support Visit Sheets	Retention period of 2 years from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to	Skolasajf Centre Head Office – access is granted to all Departments	Centre Coordinator FES Head Office Regional Coordinators	Centre Coordinator FES Head Office Regional Coordinators

	be left unattended at the Skolasajf centre, following the closure of service.			
Sign out sheets (children)	Retention till 1 year from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre *in case of special cases this may be brought to HEAD OFFICE	Centre Coordinator Services Unit Play Worker with Extra Responsibilities Playworkers Child Support Workers and Nominated Child Support Workers Parents	Centre Coordinator Services Unit
Tax Rebate Record Sheet	Retention period will be for 10 years * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Services Unit	IRD Centre Coordinator Play Worker with Extra Responsibilities Services Unit Business Support Unit	Centre Coordinator Services Unit
Timesheet - Cleaners	Retention period till end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Business Support Unit	Centre Coordinator Business Support Unit	Centre Coordinator
Timesheet – Nurses	Retention period till end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to	Skolasajf Centre Business Support Unit	Centre Coordinator Business Support Unit Programmes Unit	Centre Coordinator

	be left unattended at the Skolasajf centre, following the closure of service.			
Timesheet - Police	Retention period till end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Business Support Unit	Centre Coordinator Business Support Unit	Centre Coordinator
Timesheet – Security	Retention period till end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Business Support Unit	Centre Coordinator Business Support Unit	Centre Coordinator
Transport Expression of Interest	Retention period of 1 year from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to be left unattended at the Skolasajf centre, following the closure of service.	Skolasajf Centre Services Unit	Centre Coordinator Coordinator Services Programme Coordinator Services Manager Services	Centre Coordinator Coordinator Services
Weekly Plan of Activities	Retention period of 2 years from the end of Skolasajf * This document is to continue being stored at Head Office Level only, upon termination of Skolasajf for that particular year. No documentation is to	Skolasajf Centre	Centre Coordinator Play Worker with Extra Responsibilities Programmes Unit Business Support Unit	Centre Coordinator Programmes Unit

	be left unattended at the Skolasajf centre, following the closure of service.			
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Services Department				
<u>Category</u>	<u>Retention Period</u> *applies for both soft and hard copy documentation	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Attendances of students requested by Jobsplus related to Jobsplus placements	Retention period till 1 year from end of placement.	Services Unit Child Care Centre	Programme Coordinator Services Centre Coordinator Programme Secretary HR	Programme Coordinator Services Centre Coordinator Programme Secretary HR
Career Exposure Experience Form	Retention period till 1 year from end of placement.	Services Unit Child Care Centre	CEO Manager Services Programme Coordinator Services Centre Coordinator Programme Secretary HR	Programme Coordinator Services Centre Coordinator Programme Secretary HR
Contract of student placements by Jobsplus	Retention period till 1 year from end of placement.	Services Unit Child Care Centre	Programme Coordinator Services Centre Coordinator Programme Secretary HR	Programme Coordinator Services Centre Coordinator Programme Secretary HR
Student Placement Agreement (Child Care Centres)	Retention period till 1 year from end of placement.	Services Unit Child Care Centre	Programme Coordinator Services Centre Coordinator Programme Secretary HR Child Care Educators	Programme Coordinator Services Centre Coordinator Programme Secretary HR
Student, Volunteer and Intern Placement Request Form which includes:	Retention period till 3 years from end of placement.	Services Unit Child Care/Klabb 3-16/ Skolasajf centre where the student/volunteer is placed	Programme Coordinator Services Centre Coordinator Programme Secretary HR	Programme Coordinator Services Centre Coordinator Programme Secretary HR

• Copy of ID Card of applicant • Recent Police Conduct Certificate • CV of applicant • Letter of reference by the referring tutor • Birth certificate (for students below 18 years of age) • Letter of approval from at least 1 parent (for students below 18 years of age) • Copy of Consent Form to be given to parents Underage Risk Assessment				
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Finance				
<u>Category</u>	<u>Retention Period</u> *applies for both soft and hard copy documentation	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Auditors' Reports	Retention period of 10 years	Business Support Unit Archive Room at Head Office	FES Board CEO Head, Business Support Unit Manager Finance	Head, Business Support Unit Manager Finance
Contracts for Service	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Corporate Services Programme Coordinator Procurement Coordinator Administration	Programme Coordinator Procurement
Creditors Information	Retention period of 10 years	Business Support Unit Archive Room at Head Office	CEO Head, Business Support Unit Manager Finance Programme Coordinator Finance Coordinator Finance	Head, Business Support Unit Manager Finance Programme Coordinator Finance
Direct Orders Documentation	Retention period of 10 years	Business Support Unit Archive Room at Head Office	CEO Head, Business Support Unit Manager Finance Manager Corporate Services Programme Coordinator Procurement Coordinator Finance	Programme Coordinator Procurement
Generic Email – Accounts	Retention period of 2 years	Business Support Unit	CEO Head, Business Support Unit Manager Finance	Head, Business Support Unit Manager Finance

			Coordinator Finance	
Generic Email – Procurement	Retention period of 10 years	Business Support Unit	CEO Head, Business Support Unit Manager Corporate Services Programme Coordinator Procurement Coordinator Administration	Programme Coordinator Procurement Coordinator Administration
Petty Cash Claim Forms	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Centre Coordinator	Head, Business Support Unit Manager Finance
Petty Cash Receipts	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Centre Coordinator	Head, Business Support Unit Manager Finance
Performance Guarantees	Must be kept until expiry date.	Business Support Unit	Head, Business Support Unit Manager Finance Manager Corporate Services Programme Coordinator Procurement Programme Coordinator Finance	Manager Finance
Procurement Documentation	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Corporate Services Programme Coordinator Procurement Coordinator Administration	Manager Corporate Services Programme Coordinator Procurement
Procurement Contracts	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Corporate Services Programme Coordinator Procurement	Manager Corporate Services Programme Coordinator Procurement

			Coordinator Administration	
Receipt books	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Centre Coordinator	Head, Business Support Unit Manager Finance
Receipts templates	Retention period of 10 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Centre Coordinator	Head, Business Support Unit Manager Finance
Tenders & Tender Documentation	Retention period of 10 years	Business Support Unit Archive Room at Head Office	CEO Head, Business Support Unit Manager Corporate Services Programme Coordinator Procurement Coordinator Administration Evaluation Committee	Manager Corporate Services Programme Coordinator Procurement
Yearly Financial Statements	Retention period of 10 years	Business Support Unit Archive Room at Head Office	FES Board CEO Head, Business Support Unit Manager Finance	Head, Business Support Unit Manager Finance

Payroll				
<u>Category</u>	<u>Retention Period</u> *applies for both soft and hard copy documentation	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Attendance Sheets	Retention period will be for 2 years	For Head Office Staff > electronically For Centres Staff > physical timesheets are submitted to the Business Support Unit on a monthly basis. These are then archived within the Archive Room at Head Office.	Head, Business Support Unit Manager Finance Coordinator Finance Programme Secretary (Payroll) Centre Coordinator Manager Services Programme Coordinator Services	Head, Business Support Unit Manager Finance
FS3	Retention period will be for 3 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Programme Secretary (Payroll)	Head, Business Support Unit Manager Finance
Generic Email – Payroll	Retention period will be for 2 years	Business Support Unit	Head, Business Support Unit Manager Finance Coordinator Finance Programme Secretary (Payroll)	Head, Business Support Unit Manager Finance
Rosters attached to timesheets	Retention period will be for 3 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Programme Secretary (Payroll) Centre Coordinator Manager Services	Head, Business Support Unit Manager Finance

			Programme Coordinator Services	
Sick Leave Certificates	Retention period will be for 1 year	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Programme Secretary (Payroll) Centre Coordinator Manager Services Programme Coordinator Services	Head, Business Support Unit Manager Finance
COVID Quarantine Letters	Retention period will be for 1 year	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Head HR Manager Finance Manager HR Programme Coordinator HR Coordinator HR Coordinator Finance Programme Secretary (Payroll) Programme Secretary (HR) Centre Coordinator Manager Services Programme Coordinator Services	Head, Business Support Unit Manager Finance
Vacation Leave Application Forms	Retention period will be for 3 years	Business Support Unit Archive Room at Head Office	Head, Business Support Unit Manager Finance Coordinator Finance Programme Secretary (Payroll) Centre Coordinator Manager Services Programme Coordinator Services	Head, Business Support Unit Manager Finance

Other Administration Documentation				
<u>Category</u>	<u>Retention Period</u> *applies for both soft and hard copy documentation	<u>Storage location</u>	<u>FES employees having access to such information</u>	<u>Employee responsible</u>
Company Car Insurance Details	Retention period till 2 months from end of employment of the CEO with entity	Business Support Unit	CEO Manager Corporate Services Programme Coordinator Procurement Coordinator Administration	Coordinator Administration
Delivery notes	Retention period of 1 year	Corporate Services Unit	Manager Corporate Services Coordinator Administration Administration Assistant	Coordinator Administration
Equipment/Laptop Handing Over Forms	Retention period till 2 months from when the employee leaves the entity (to be reviewed once a year)	Business Support Unit	Manager Corporate Services Programme Coordinator Technical Support Coordinator Administration	Programme Coordinator – Technical Support
Generic Email – Data Protection	Retention period will be for 5 years	Corporate Services Unit	Manager Corporate Services in the role of Data Protection Officer	Data Protection Officer
Generic Email – FES	Retention period will be for 2 years	Services Unit	Manager Services Programme Secretary (Services & HR)	Programme Secretary (Services & HR)
Generic Email – Programmes	Retention period will be for 2 years	Programmes Unit	Head Programmes Manager Programmes Programme Coordinator Programmes	Manager Programmes Programme Coordinator Programmes
Generic Email – Inclusion	Retention period will be for 3 years	Programmes Unit	Head Programmes Manager Programmes Programme Coordinator Inclusion	Manager Programmes Programme Coordinator Programmes

Generic Email – Marketing	Retention period will be for 2 years	HR Department	Head HR Coordinator Marketing	Coordinator Marketing
Generic Email - Supplies	Retention period will be for 2 years	Corporate Services Unit	Manager Corporate Services Coordinator Administration Administration Assistant	Manager Corporate Services Coordinator Administration
Generic Email – Freedom of Information	Retention period will be for 5 years	Corporate Services Unit	FOI and Alternate FOI Officers	Manager Corporate Services
Generic Email – individual Child Care Centres	Retention period will be for 2 years	Within the respective centre	Centre Coordinator Programme Coordinator Manager Corporate Services Manager Services	Centre Coordinator
Management Meeting Minutes	Retention period will be for 10 years	CEO's Office Archive Room	CEO FES Management	CEO FES Management

6. Destruction of Data

The purpose of these guidelines is to detail the procedures for the disposal of data (whether in hard or soft copy format). Data shall be disposed of as dictated by the retention periods outlined in this policy.

The Data Protection Officer shall remind all Head Office Staff and Centre Coordinators every quarter to review the retention policy. Any changes in retention periods shall be communicated via email by the Data Protection Officer, duly highlighted so that the change is noted. Staff is also encouraged to discuss with the Data Protection Officer any necessary changes to the stipulated retention periods.

All Centres are equipped with cross-cut shredders to assist in the destruction of printed data. Data stored in laptops and computers are to be discarded manually by the individual user.

7. Dealing with Data Access Requests

- 7.1. **Access request:** In line with the provisions of the Data Protection Act, an individual has the right to be informed whether the data controller holds data about them and also to be given a description of the data together with details of the purposes for which their data is being kept. The individual must make this request in writing by sending an email on dataprotection.fes@gov.mt and the data controller shall accede to the request within twenty-one days.

8. Whistle-blowing

- 8.1. **What does this term refer to?** – This refers to those instances where a person raises a concern about a wrong-doing occurring within the Foundation for Educational Services. The Foundation has a separate policy entirely dedicated to Whistle-Blowing.

9. Ratification and Communication

- 9.1. This policy was compiled and presented by Management to the Board of the Foundation on the 24th September 2019 and came into operation immediately.
- 9.2. It is also published on the Foundation for Educational Services' website www.fes.gov.mt, where it can be accessed by all staff, service users' parents and guardians and members of the public.
- 9.3. The policy will be brought to the attention of all the Foundation for Educational Services' staff, who must be familiar with the Data Protection Policy and who shall be ready to put it into practice in accordance with the specified implementation arrangements.
- 9.4. The Data Protection Policy shall be brought to the attention of new members of the Foundation for Educational Services during their induction.

9.5. Service users' parents and guardians shall be informed of the Data Protection Policy from the time of the enrolment of the service user.

9.6. Depending on the nature of the case, issues will be referred to either Child Protection Services at Agenzija Appogg or MEYR (Ministry for Education, Sport, Research, Youth and Innovation).

10. Monitoring the Implementation of the Policy

10.1. The implementation of the Policy shall be monitored by the Chief Executive Officer or his/her delegate and the delegated officers of the Foundation for Educational Services.

11. Reviewing and Evaluating the Policy

11.1. The Policy will be reviewed and evaluated at certain predetermined times and as necessary.

11.2. Ongoing review and evaluation will take cognisance of changing information or guidelines.

11.3. This Policy shall be revised as necessary in the light of such reviews and evaluations and within the framework of the Foundation for Educational Services' planning.