**OLDHAM HULME GRAMMAR SCHOOL**

**ARCHIVE COLLECTION POLICY**

*This policy is applicable to all members of the School Community (Past, Present & Prospective)*

**The Archive**

The Oldham Hulme Grammar School Archive is a collection of alumni record cards dating from the early 1960s to the mid-2000s (the Alumni Records).

The alumni record cards contain pupils’ dates of birth, school photographs, parents’ names, addresses and occupations, start and leave dates, details of memberships to any clubs or teams, records of achievement, exam results and where the pupils went on to study. Some records also contain hand written reports by staff.

**Access**

The Human Resources department is responsible for maintaining the archive collection. The Alumni Records are kept securely and only accessed when an alumni asks to see their own record card. We have a responsibility to maintain confidentiality and restrict access where necessary. Alumni are not permitted to access record cards which are not held in their name.

**The General Data Protection Regulations (GDPR)**

Article 89 of the GDPR provides a number of exemptions to the usual rights and obligations under the GDPR. Once such exemption is ‘archiving in the public interest’, which applies where personal data is processed for archiving purposes in the public interest (**APIPI**).

Recital 158 to the GDPR states that for the APIPI exemption to apply, records must have an ‘enduring public value for general public interest’.

We believe there is an enduring public value in the retention of the Alumni Records, both for visiting alumni and any potential genealogical interest in the future. The retention of the record cards holds an enduring public value by safeguarding and contributing to individual and community memories.

With the exception of purpose limitation and storage, the principles relating to the processing of personal data under article 5 of the GDPR are applied to all archive material held by Oldham Hulme Grammar School.

**Archive collection policy reviewed: March 2020**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: March 2022**