



Wakefield Grammar School Foundation

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Policy Lead Job Title	Abi Cattley, Development Director
Consultation	Vicky Weeks, Compliance Manager Executive Group
Checker Person Name / Title Quality Assurance	Jenny Cocker, Director of Finance and Operations
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WGSF Archives Policy

1. Introduction

This policy is in place to establish the function and operation of the Wakefield Grammar School Foundation (WGSF) Archive.

Wakefield Grammar School Foundation consists of three schools:

- Queen Elizabeth Grammar School (QEGS), which dates back to 1591
- Wakefield Girls' High School (WGHS), which dates back to 1878
- Wakefield Pre-Preparatory School (WGPPS), which is much more recent, opening in 2021.

Most WGSF records that include personal data are disposed of securely once the use for which they were created has expired (see the [WGSF Data Retention Storage and Disposal Policy](#)).

An exception to this are records and artifacts for permanent preservation where this is 'in the public interest', such as where it facilitates 'historical research'. These are preserved within the WGSF Archives. The Archive seeks to provide the Foundation for a connection to the history of the Schools and its individuals, illustrating the school experience across the centuries.

2. Aims

WGSF recognises that it has in its possession a rich resource of items from the Schools' past in the form of written documentation - both printed and handwritten - photographs, pictures and artefacts. The archival collections of WGSF are made up of the Foundation's own records, those that have been collected for their historical significance, and those that have been donated to us.

The aims of the WGSF Archive are:

- To achieve a permanent establishment of records, memorabilia and artefacts relating to the history of the schools within the Foundation (Queen Elizabeth Grammar School, Wakefield Girls High School, Wakefield Grammar Pre-Preparatory School, Mulberry House, and, from 2026, Queen Elizabeth's School)
- To make these records available to the School and its community, and as a source of evidence and information for education, and professional and private research.
- To take all necessary steps to ensure the preservation of the archives, and to make them accessible for current and future generations
- To take measures to slow the deterioration and prevent damage to the archival materials it holds

2. GDPR compliance and risk mitigation

GDPR allows that such records can be held permanently, provided:

- (i) appropriate measures are considered around minimising any identifiable personal data in the records (if this can be achieved without seriously impairing the archiving process);
- (ii) the archived material is not being retained for decision-making about an individual; and
- (iii) the processing is not likely to cause substantial damage or substantial distress to an individual.

Data subjects do not have rights to:

- require erasure or correction of records held about them which have been formally designated by WGSF as of archival value (if fulfilment of such rights would prevent or seriously impair the archiving purpose);
- claim 'ownership' of information, access or remove information in WGSF archive records;
- require information about how their data is being used as part of archival records.

GDPR and the Data Protection Act 2018 also permit more sensitive categories of data (e.g. special category and criminal records data) to be used for archiving purposes, provided that the necessary safeguards are followed and the use of personal data as part of the archive is necessary and proportionate.

Records and artefacts in the WGSF Archive that are impersonal (e.g. teaching apparatus, architectural drawings etc.) and personal records beyond living memory (e.g. school records more than approximately 110 years old) do not fall under GDPR. However, information in the WGSF Archive which is personal and more recent (e.g. school lists, photographs, magazine articles etc.), where living individuals are named or represented in images, do fall under GDPR and therefore will be audited and recorded as 'public interest' for the WGSF Archive.

WGSF will not use 'archiving in the public interest' as a reason to keep records for longer than is reasonable in relation to their originally specified purpose (see section 7: **Records Retention Schedule**).

3. Roles and responsibilities

The WGSF designated archivist is the WGSF Development Director and along with the Director of Finance and Operations, Executive Head and governing Board, they have responsibility for selecting which records are permanently preserved.

4. Criteria for archiving

To qualify for the WGSF Archive, the records and artefacts will be of interest to the public and be of 'enduring value' (i.e. have been subject to an appraisal process and deemed worthy of permanent preservation).

Once deposited in the WGSF Archive, personal data in records will not be erased, filtered, redacted or otherwise amended (as this would compromise both the integrity of the archive and its ability to be recognised as qualifying for public interest protection).

The Archives may preserve (copies of):

- Documents relating to the School's foundation and history
- Artefacts (eg: uniform, books, plaques)
- Records and plans of School building projects
- Records of past staff and pupils
- Example Records of academic performance (e.g. prize lists, public examination results)
- Records of co-curricular/sporting activities
- School Inspection reports
- School publications
- Photographs of school events
- News cuttings relating to the School

The Archives will not accept

- Material of local interest with no connection to the Foundation or the Schools
- Material which is already held in the archives (e.g. copies of the school magazines)

5. **Records and Artefacts donated to the school archive from beyond the institution**

The WGSF Archive benefits from the donation of artefacts of all kinds from individuals. Artefacts are clearly understood as being part of the WGSF Archive even when awaiting systematic recording by the archivist and relocation to secure storage. Their purpose is solely one of cultural value, for archiving or potentially historical or academic research purposes.

- Donations to the WGSF Archive are made in accordance with the criteria set out in section 4 as approved by the Governing Board.
- WGSF Archive will receive material given to them (along with full legal and copyright rights) if it is in keeping with the aims and criteria and does not duplicate existing holdings.
- WGSF may occasionally purchase material for the Archive.
- WGSF will not accept loans for the Archive.
- All potential donors must write to the Development Director in advance of sending or delivering possible material.
- WGSF reserves the right to refuse items donated to the school archive if they do not fit within the criteria outlined in section 4.
- When declining material, WGSF Archive may suggest an alternative repository.

6. **Care and display of archival material**

Archived artefacts may require specialist storage, cleaning, display conditions or restoration to preserve the artefact for the future. Items added to the archive will be assessed on accession to determine appropriate care requirements.

The archive will not accept artefacts or records which it is unable to care for appropriately or which require significant restoration or museum standard care.

Material from the Archive may be displayed for review by the school community and members of the public, but the majority of the collection will be securely stored with access available upon request.

7. **Records Retention Schedule**

WGSF will hold a comprehensive **Records Retention Schedule**, overseen by the archivist, in which each type of record will be considered under public interest archiving rules and will each have a **recommended retention period**. For most of the record types in the Schedule the required action at the end of the retention period will be 'secure disposal'.

The Schedule will establish formal criteria, compliant with GDPR, for the decisions made about which data are to be retained, for what period of time and for what purpose.

8. **Visits to view archival matter**

- Access to the Archive is by appointment only, and visits must be pre-arranged in writing to: **developmentoffice@wgsf.net**
- Visitors must provide proof of identity and they are required to sign in at Reception for safeguarding purposes.
- Requests to view sensitive or recent material may be denied or referred to the relevant School authorities.
- Visitors must agree to all rules and conditions laid down by the Archives regarding the handling of the material they want to view.