

Access to information

The schools financial procedures provides maintained schools with guidance on a range of financial management processes that are set out as individual sections.

Introduction

Strategic directors of the Local Authority (LA) have statutory responsibilities and may require access to information and records held at schools to be able to discharge these responsibilities. These financial regulations set out the powers that the strategic directors have in this respect. Requirements and guidance on compliance with the Data Protection Act 2018 by Governing Boards (GB) and headteachers are set out in financial instructions. The Act: [Data Protection Act 2018 \(legislation.gov.uk\)](https://legislation.gov.uk)

Regulations

1.1 For the purposes of carrying out their statutory responsibilities, the Chief Finance Officer (CFO), or their representative officers, shall have unlimited rights of access to all information and records held in or relating to schools which appertain to financial matters.

1.2 The director for children and families or their representative officers, shall have unlimited rights of access to all information and records held to fulfil their statutory duties.

1.3 External organisations will also have statutory right of access to financial information. The CFO or their representative officers should be informed of all requests.

1.4 The retention period for all financial records (including electronic data), vouchers and documents are the current year plus 6 years.

1.5 Schools must comply with any minimum retention periods and requirements as to accessibility prescribed by statute or regulation. When disposing of items, appropriate arrangements shall be made for information that is classified as confidential.

Contact

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