

# SOUTH & CITY COLLEGE BIRMINGHAM

## Data Retention Policy

### Guidelines on Retaining Personal Data

#### Policy

- South and City College Birmingham (the "**College**") must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, and related legislation (together, "**Data Protection Laws**").
- This Retention Policy should be read in conjunction with the College's Data Protection Policy, which sets out the College's overall approach to data protection matters and sets out the rationale for why a Retention Policy is required for personal data.
- What is data – For the purposes of this Data Retention Policy. Data is all documents, including emails, spreadsheets, timetables etc which may be stored electronically in an email, computer, cloud or paper based.
- What does superseded mean – Superseded documents are those which have been subjected to minor and major revisions and are older versions, such as version 1, 2 or 3 of a policy or document. The retention times for superseded documents will depend on the periodic review cycle time of the document.
- The College is under a legal obligation only to keep personal data for as long as the College needs it. Once the College no longer needs personal data, the College must securely delete it. The College recognises that the correct and lawful treatment of data will maintain confidence in the College and will provide for a successful working environment.
- This Policy applies to all College employees, consultants, contractors and temporary personnel hired to work on behalf of the College ("**College Personnel**").
- All College Personnel with access to personal data must comply with this Retention Policy.
- Please read this Retention Policy carefully. All College Personnel must comply with it at all times. If you have any queries regarding this Retention Policy, please consult your manager and/ or the Data Protection Officer. You are advised that any breach of this Retention Policy will be treated seriously and may result in disciplinary action being taken against you.
- College Personnel will have access to a copy of this Policy when they start and may receive periodic revisions of this Policy. This Policy does not form part of any College Personnel's contract of employment and the College reserves the right to change this Policy at any time. All College Personnel are obliged to comply with this Policy at all times.

## About This Policy

This Retention Policy explains how the College complies with our legal obligation not to keep personal data for longer than we need it and sets out when different types of personal data will be deleted. In particular, it sets out details of the College's policies for the retention of Special Category personal data.

## Data Retention Periods

The College has assessed the types of personal data that the College holds and the purposes the College use it for. The table below sets out the retention periods that the College has set for the different departments within the College, and the different types of data that they each hold.

If any member of College Personnel considers that a particular piece of personal data needs to be kept for more or less time than the period set out in this policy, please contact the Data Protection Officer for guidance.

## Retention Periods for Different Categories of Data

Data retention looks at all data streams and one size does not fit all. Defined retention periods have been set in relation to each category of personal data after consideration of:

- the purpose for which the data was obtained;
- whether the purpose has been fulfilled; and
- whether the data needs to be retained for any potential legal claims.
- the legal and contractual requirements for keeping the data.

Please see Appendix 1 to 11 of this Policy for specific data retention information.

## **Appendix 1: Human Resources**

Human Resources retention periods by information type:

### **1.1 Records documenting the operation of the Statutory Sick Pay scheme**

6 Years guided by The UK Limitation Act 1980

### **1.2 Records documenting the operation of the Statutory Maternity Pay scheme.**

6 Years guided by The UK Limitation Act 1980

### **1.3 Records documenting payments of the institution's employers' contributions to pension's schemes for its employees.**

Over the life of the membership

### **1.4 Records documenting payments of the institution's employees' contributions to pension schemes.**

Over the life of the membership

**1.5 Records documenting the development of the institution's HR strategy.**

10 years after ceasing to be effective

**1.6 Records documenting the formulation of plans for the implementation of the institution's HR strategy.**

10 years after ceasing to be effective

**1.7 Records containing data on, and analyses of, performance against the plans for the implementation of the institution's HR strategy.**

10 years after ceasing to be effective

**1.8 Records containing reports of performance against the plans for the implementation of the institution's HR strategy.**

10 years after ceasing to be effective

**1.9 Records documenting the conduct and results of audits and reviews of the HR management function, and responses to the results.**

Current year + 10 years

**1.10 Records documenting the development and establishment of the institution's HR management policies.**

10 years after ceasing to be effective

**1.11 Records documenting the development of the institution's HR management procedures.**

10 years after ceasing to be effective

**1.12 Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.**

6 Years after termination, guided by The UK Limitation Act 1980

**1.13 Records documenting management succession plans.**

6 Years after termination, guided by The UK Limitation Act 1980

**1.14 Records documenting the development and evaluation of job specifications.**

6 Years after termination, guided by The UK Limitation Act 1980

**1.15 Records documenting internal authorisation for recruitment.**

6 Years after termination, guided by The UK Limitation Act 1980

**1.16 Records documenting the advertising of vacancies.**

6 Years after termination, guided by The UK Limitation Act 1980

**1.17 Records documenting enquiries about vacancies and requests for application forms.**

6 months

**1.18 Records documenting the handling of applications for vacancies: unsuccessful applications.**

6 months

**1.19 Records documenting the handling of applications for vacancies: successful applications.**

12 months

**1.20 Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.**

Current year + 5 years

**1.21 Records documenting the handling of unsolicited applications for employment.**

Last action on application + 1 year

**1.22 Records documenting the development, overall delivery and assessment of induction programmes for new employees.**

(For records documenting individual employees' induction programmes, see Employee Contract Management.)

Current year + 5 years

**1.23 Records documenting the administration of induction programmes.**

Completion of programme + 1 year OR Termination of programme + 1 year

**1.24 Records containing summary information on workforce training and development needs.**

Current year + 5 years

**1.25 Records documenting the development of training and development programmes to meet defined needs.**

Completion of programme + 5 years

**1.26 Records containing individual feedback on training and development programmes.**

Completion of analysis of feedback

**1.27 Records documenting (anonymised) workforce feedback on training and development programmes.**

Current year + 5 years

**1.28 Records documenting management analyses of the impact of training and development programmes.**

Current year + 5 years

**1.29 Records documenting the development of workforce performance assessment systems.**

Life of system + 5 years

**1.30 Records containing summary (anonymised) results of employees' performance assessments.**

Current year + 3 years

**1.31 Records documenting management analyses of the impact of workforce performance assessment systems.**

Current year + 5 years

**1.32 Records documenting the development of the institution's remuneration structure.**

Current year + 10 years

**1.33 Records documenting pay reviews.**

Current year + 5 years

**1.34 Records documenting special reward schemes e.g. Merit Reviews.**

Termination of scheme + 5 years

**1.35 Records documenting the development of workforce welfare schemes and services e.g. counselling services.**

Current year + 5 years

**1.36 Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.**

Date of record + 2 years \*

**1.37 Records documenting the design of workforce surveys and consultations.**

Completion of survey + 5 years

**1.38 Records containing (identifiable) individual responses to workforce surveys and consultations.**

Completion of analysis of responses

**1.39 Records containing summary (anonymised) results of workforce surveys and consultations.**

Completion of survey + 5 years

**1.40 Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.**

Last action on case + 6 years

**1.41 Records documenting an employee's initial application for employment with the institution.**

Termination of employment + 6 years

**1.42 Records detailing Disclosure Barring Service (DBS), Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) check.**

Completion of appointment

**1.43 Supporting documentation (e.g. references) for an employee's initial application for employment with the institution. For records documenting pre-employment health screening, see Health & Safety Management, Employee Health Surveillance.**

Completion of appointment

**1.44 Records (staff emails and H Drive) relating to a staff member who has left the college their account is deactivated for 1 year and then delayed.**

**If they return within 1 year they will have access to their old emails and any files on their Personal network drive.**

Deleted after 1 year of leaving the college.

**1.45 Records documenting an employee's subsequent applications for other jobs within the institution.**

Termination of employment + 6 years

**1.46 Records documenting an employee's contract(s) of employment with the institution.**

Termination of employment + 6 years

**1.47 Records documenting changes to an employee's terms and conditions of employment.**

Termination of employment + 6 years

**1.48 Records documenting the job descriptions of positions held by an employee within the institution.**

Duration of job + 1 year

**1.49 Records documenting induction programmes attended by an employee.**

Completion of induction + 1 year

**1.50 Records documenting an employee's identified training and development needs, and the action taken to meet these needs.**

Completion of actions + 5 years

**1.51 Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements.**

Expiry of certification + 6 years OR Superseded + 6 years

**1.52 Records documenting routine assessments of an employee's performance, and any consequent action taken.**

Superseded + 3 years

**1.53 Records documenting disciplinary proceedings against an employee, where employment continues.**

Kept on records for the period of sanction

Any staff who leave the College their records are only kept for 6 months so any sanctions still live at that time would be destroyed.

**1.54 Records documenting disciplinary proceedings against an employee, where employment does not continue.**

Kept on records for the period of sanction

Any staff who leave the College their records are only kept for 6 months so any sanctions still live at that time would be destroyed.

**1.55 Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).**

Current year + 3 years

**1.56 Records relating to the administration of an employee's contractual holiday entitlement.**

Current Year+ 1

**1.57 Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.**

Current year + 1 year

**1.58 Records documenting an employee's absence due to sickness.**

Termination of employment + 6 years

**1.59 Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.**

Completion of entitlement + 6 years

**1.60 Records documenting entitlements to, and calculations of, Statutory Maternity Pay.**

Current tax year + 3 years \*

**1.61 Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).**

While current

**1.62 Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.**

Termination of employment + 40 years

**1.63 Records documenting major injuries to an employee arising from accidents in the workplace.**

Termination of employment + 40 years

**1.64 Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.**

Termination of employment + 6 years

**1.65 Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.**

Provision of reference + 1 year

**1.66 Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.**

Termination of relationship + 5 years

**1.67 Records documenting Payslips**

Date of records – 2 years

**1.68 Records documenting notice to employer of Tax Code**

Date of Records – 5 years

**1.69 Records documenting Income Tax Records (Employees)**

Date of Records – 6 years

**1.70 Records documenting Tax Deducted and Certificate of pay**

Date of Records – 6 years

**1.71 Records documenting Annual Return and tax deducted**

Date of Records – 6 years

**1.72 Records documenting Notice of Tax code change**

Date of Records – 6 years

**1.73 Records documenting overtime records**

Date of Records – 6 years

**1.74 Records documenting Evidence of right to work in UK**

Date of Records – 6 years after leaving employment

**1.75 Records documenting training and CPD Records including development requests**

Date of Records – 6 years

**1.76 Records documenting Appraisal forms and correspondence**

Date of Records – 6 years

**1.77 Records documenting Grievance and Disciplinary Cases**

Kept on records for the period of sanction

Any staff who leave the College their records are only kept for 6 months so any sanctions still live at that time would be destroyed

**1.78 Records documenting Health records**

Date of records to be kept during employment.

COSSH Regulations 1999

**1.79 Records documenting health records where reason for termination of employment is connected with health, including stress-related illness**

Date of records 3 years



**1.80 Records documenting medical records kept by reason of the control of substances hazardous to Health Regulations 1999**

Date of records 40 years

**1.81 Records documenting information relating to income tax and NI returns**

Date of Records 3 years after financial years ends.

Employment Tax (Employment) Regulations 1993

**1.82 Records documenting information relating to disputes /litigation on regarding employment**

Date of Records 6 years from end of employment.

Imitation Act 1980

**1.83 Records documenting HR files including training records**

Date of Records 6 years from end of employment

**1.84 Records documenting staff application forms/ interview notes**

Date of Records 6 months after interview date

**1.85 Staff expenses, Policies and Procedures**

Six year history and current year

**1.86 Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.**

Current year + 5 years

**1.87 Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees.**

Date of monitoring + 40 years \*

**1.88 Health surveillance records of identifiable individual employees who are exposed to lead.**

Date of last entry on record + 40 years \*

**1.89 Records documenting pre-employment health screening of an employee.**

Termination of employment + 40 years

**1.90 Health (surveillance) records of identifiable individual employees, other than those specified below.**

Date of last surveillance action + 40 years

**1.91 Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited.**

Date of last entry on record + 40 years \*

**1.92 Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited.**

Date of last entry on record + 40 years \*

**1.93 Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited.**

Date of last entry on record + 40 years \*

**1.94 Staff expenses, Policies and Procedures**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

**1.95 Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited.**

Date of last entry on record + 40 years \*

**1.96 Payroll and Pensions**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

**1.97 Records documenting the nomination/appointment of fire wardens.**

Termination of appointment

**1.98 Records documenting the provision of role-specific training for fire wardens.**

Termination of appointment + 5 years

**1.99 Records documenting the appointment of official first aiders.**

Termination of appointment

**1.100 Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.**

Termination of appointment + 5 years

**1.101 Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level.**

Duration of work to which assessment relates \*

**Appendix 2: Finances**

Finance retention periods by information type:

**2.1 Debt management, Policies and Procedures – Commercial**

Financial information is usually kept for 7 years after the end of the financial year.

However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

## **2.2 Direct debit money collection, Policies and Procedures**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

## **2.3 Credit card receipts processing, Policies and Procedures**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

## **2.4 Purchase ledger, Policies and Procedures**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

## **2.5 Records documenting the receipt and processing of students' fees.**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

## **2.6 Records of Tuition and other course fees.**

Length of course + 6 years

## **2.7 Refunds (non – financial)**

1 year

## **2.8 Cash, Investments and Assets**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

## **Appendix 3: Admissions Student Records**

Admissions Student record retention periods by information type:

### **3.1 Records documenting the development and establishment of the institution's student administration strategy.**

Superseded + 10 years

### **3.2 Records documenting the development and establishment of the institution's student administration policies.**

Superseded + 10 years

**3.3 Records documenting the development and establishment of the institution's student administration procedures.**

Superseded + 10 years

**3.4 Records documenting the design, operation and summary results of student recruitment schemes.**

Current academic year + 5 years OR Termination of scheme + 5 years

**3.5 Records documenting the issue of student recruitment materials in bulk to schools and other organisations.**

Current academic year

**3.6 Records documenting the handling of enquiries from prospective students.**

Current academic year + 1 year

**3.7 Records containing summaries and analyses of enquiry, recruitment and retention data.**

Current academic year + 5 years

**3.8 Records documenting the development and establishment of the institution's admission criteria and policies.**

Superseded + 10 years

**3.9 Records documenting the handling of applications for admission: successful applications.**

End of student relationship + 6 years

**3.10 Records documenting the handling of applications for admission: unsuccessful applications.**

Current academic year + 1 year Needs to be 6 years as government departments.

**3.11 Records documenting the administration of the clearing process.**

Current academic year + 1 year Needs to be 6 years as government departments.

**3.12 Records containing data on overall student numbers.**

Current academic year + 1 year

**3.13 Records documenting the registration of individual students on programmes.**

Termination of student relationship + 6 years

**3.14 Records documenting the initial assessment of Students.**

Termination of student relationship + 6 years

**3.15 Records containing summaries and analyses of data on registration of students on programmes.**

Current academic year + 5 years

**3.16 Records about the collection, maintenance, and use of personal information about students.**

Superseded + 6 years minimum

**3.17 Records containing full personal data on individual students**

Minimum required. Variable for different types of personal data.

**3.18 Core student data.**

This is the minimal record kept to provide references for former students required for at least 10 years

**3.19 Records documenting the handling of requests for ad hoc analyses of data from individual students' records**

Last action on request + 1 year

**3.20 Visitors books and signing in sheets**

6 years

**3.21 First Destination Surveys: individual responses.**

Completion of analysis of responses

**3.22 Records documenting the development of the institution's courses.**

Life of course + 10 years

**3.23 Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.**

Current academic year + 5 years OR Life of course + 1 year

**3.24 Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.**

Current academic year + 5 years OR Life of course + 1 year

**3.25 Records documenting the handling of enquiries from prospective students.**

Current academic year + 1 year

**Appendix 4: Student Services**

Student Services record retention periods by information type:

**4.1 Records documenting the development and establishment of the institution's student support services management policies.**

Superseded + 10 years

**4.2 Records documenting the development of the institution's student support services management procedures.**

Superseded + 5 years

**4.3 Records documenting the development of procedures for the operation, management and development of a student support service.**

Superseded + 3 years

**4.4 Records documenting the development and establishment of service standards for a student support service.**

Superseded + 1 year

**4.5 Records documenting the provision of Welfare/Advice Services to individual students.**

Current year + 6 years

**4.6 Records documenting the administration of induction programmes and events for new students.**

Current academic year + 1 year

**4.7 Records of administration of Student Financial and employment support.**

Current + 6 Years

**4.8 Records relating to the provision of Sports and Recreational facilities.**

Current Year + 3 Years

**4.9 Records relating to Learning Support for Students with specific needs.**

Current + 7 Years

**4.10 Chaplaincy Services.**

Permanent

**4.11 Student bursary, Policies and Procedures**

Six year history and current year

**4.12 Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.**

Permanent

**4.13 Records documenting the development and establishment of the institution's student support services strategy.**

Superseded + 10 years

**4.14 Results of student surveys: summaries and analyses of responses.**

Completion of survey + 3 years

**4.15 Records relating to the operation and activities of clubs and non-academic activities organised by Student Services.**

Current year + 2 Years

**4.16 Records relating to careers advice**

Duration of enrolment + 3 years

**4.17 Child (Students) protection file**

Keep the file until the students' is 25 years of age (this is seven years after they reach the school leaving age)

#### **4.18 Child protection held on pupil file.**

If any records relating to child protection issues are placed on the pupil file. It should be in a sealed envelope and then retained for the same period of time as the pupil file

#### **4.19 Records documenting the administration of induction programmes and events for new students.**

Current academic year + 1 year

#### **4.20 Records documenting policies governing availability and access to Library Facilities.**

Life of Policy + 6 years

#### **4.21 Policies and Procedures for disciplinary proceedings against students.**

Superseded +6 Years

#### **4.22 Records documenting the conduct and results of disciplinary proceedings against individual students.**

Last action on case + 6 years

#### **4.23 Records documenting the development and establishment of the institution's student support services strategy.**

Superseded + 10 years

#### **4.24 Dyslexia Assessments / Support Plans for learners**

For learners under 18, dyslexia assessments and support plans come under SEN data. This data should be retained for at least 31 years from the date of birth of the student.

#### **4.25 Dyslexia Assessments / Support Plans for learners**

**For learners over 18, the records regarding learning support for students with specific needs.**

JISC recommends you retain these for 7 years from the current year, in line with The Equality Act of 2010.

#### **4.26 Student Hardship fund, Policies and Procedures**

Financial information is usually kept for 7 years after the end of the financial year. However, certain financial information may be kept longer if it is a condition of a grant that the College has received or on occasion and where necessary data may be kept longer if there is a dispute with a customer.

#### **4.27 Dyslexia Assessments / Support Plans for learners**

**For learners who are 18 when they do the assessment.**

To keep data till they're 31, meaning you can use this as a baseline for most learning support data. Data should be kept until students are at least 25 Years old, and it is likely best to keep until they are 30-31.

#### **4.28 EHCPs are valid until the individual reaches 25.**

These should be stored for an additional 6 years in line with the limitation act.

## **Appendix 5: MIS**

### **5.1 Records containing core student data**

12 years

### **5.2 Records containing standard analyses of data from individual students' records.**

12 years

### **5.3 Records documenting the handling of individual requests for statements of results/transcripts/enrolment confirmation.**

1 academic year

### **5.4 Records containing summaries and analyses of enquiry, recruitment and retention data.**

12 years

### **5.5 Records documenting Data Returns**

12 years or ESF regulation (where applicable) whichever is the longest.

### **5.6 Candidate assessment decisions for entry onto Awarding Body Systems**

1 academic year

### **5.7 Documents detailing timetabling of examinations**

2 academic years

### **5.8 Records documenting the control of examination papers and examination scripts.**

2 academic years

### **5.9 Records documenting the design and delivery of training for examination invigilators.**

1 academic year

### **5.10 Records documenting the organisation of examination facilities, including special arrangements for students with special needs.**

2 academic years

### **5.11 Records documenting liaison with external examiners on administrative matters.**

2 academic years

### **5.12 Records documenting individual students' attendance at examinations, and the handling of reports of mitigating circumstances.**

2 academic years

### **5.13 Copies of certificates claimed (inc unit certificates) where not collected/sent to the student.**

2 years after completion of course



**5.14 Records dealing with the management of relationships with regulatory bodies**

6 years

**5.15 Reports>Returns made to standards bodies, professional bodies, and other Government departments.**

12 years

**Appendix 6: Faculties**

All Academic Schools and faculty record retention periods by information type:

**6.1 Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.**

Termination of relationship with student + 6 years

**6.2 Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.**

Current academic year + 10 years

**6.3 Records documenting the development of the institution's programmes.**

Superseded + 10 years

**6.4 Final versions of taught course materials.**

Life of course

**6.5 Working papers documenting the planning and conduct of teaching events.**

Current academic year + 1 year

**6.6 Records documenting the development of the institution's programmes.**

Superseded + 10 years

**6.7 Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.**

Life of programme

**6.8 Records containing exam papers**

To keep records for 3 years

**6.9 Records containing Educational Visits**

One set of documentation pertaining to the particular trip to be securely shredded after 3 months any other sets produced (normally 2 in total - one to be held by admin and one for the tutor to take with them) should be securely shredded immediately after the trip has taken place.

**6.10 Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.**

Current academic year + 5 years OR Life of course + 1 year

**6.11 Records documenting routine solicited feedback on taught courses from students: individual feedback.**

Completion of analysis of feedback

**6.12 Course Assignment Registers**

Current year + 1 year

**6.13 Learning Profile of each student in cohort**

Current academic year + 5 years

**6.14 CSE Records**

7 years

**6.15 Records containing reports of routine internal reviews of taught course**

Current academic year + 5 years

**6.16 Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.**

Current academic year + 5 years

**6.17 Timetabling of Courses**

Current year + 1 year

**6.18 Assignment of students to classes/groups**

Current year + 1 year

**6.19 Records documenting the initial assessment of Students.**

Termination of student relationship + 6 years

**6.20 Records documenting the design, conduct and review of induction programmes for new students.**

Completion of induction programme + 5 years

**6.21 Records detailing the Structure and Content of each programme.**

Master copy kept permanently

**6.22 Departments, schools facilities for students**

Superseded +2 years

**Appendix 7: Marketing and Events**

Marketing record retention periods by information type:

**7.1 Records documenting enquiries from members of the community and the responses provided.**

Last action of enquiry + 2 years

**7.2 Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.**

Last action on complaint + 2 years

**7.3 Records documenting the organisation and administration of local community events.**

Completion of event + 2 years

**7.4 Records documenting the development and establishment of the institution's marketing policy.**

Superseded + 5 years

**7.5 Design and control of the institution's corporate identity**

Permanent

**7.6 Identification and exploitation of promotional opportunities**

Superseded + 5 years

**7.7 Student Recruitment information and materials**

Current year + 5 years

**7.8 Planning and execution of Marketing Campaigns and impact assessment**

Permanent

**7.9 Records documenting the development and establishment of the institution's public relations policies.**

Superseded + 5 years

**7.10 Records documenting the institution's media contacts.**

Superseded

**7.11 Records documenting the planning and organisation of media briefings.**

Last action on briefing + 1 year

**7.12 Student photographs, consent forms, case studies and photographs for marketing purposes. Consent forms – ILR**

Year of consent + 3 Years

**7.13 Transcripts of media briefings and Interviews**

Last action on briefing + 5 years

**7.14 Press Releases**

Issue + 5 years

**7.15 Records documenting the monitoring and analysis of media coverage of the institution.**

Creation + 5 years

**7.16 Design and Management of WWW sites**

Permanent

**7.17 Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.**

Superseded + 5 years

**7.18 Records documenting the handling of user/customer complaints about a student support service.**

Last action on complaint + 6 years

**7.19 Records documenting policies and procedures for handling student complaints.**

Permanent

**7.20 Records documenting the design, conduct and summary results of fundraising campaigns.**

Last action on campaign + 5 years

**7.21 Records documenting the handling of formal complaints made by individual students against the institution.**

Last action on case + 6 years

**7.22 Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.**

Last action on complaint + 3 years

**7.23 Records detailing information available about current courses, programmes**

Superseded + 2 years

**7.24 Records containing details of individual responses to fundraising campaigns.**

Completion of analysis of data

**7.25 Results of student surveys: summaries and analyses of responses.**

Completion of survey + 3 years

**7.26 Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.**

Current academic year + 5 years

**7.27 First Destination Surveys: individual responses.**

Completion of analysis of responses

**7.28 Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.**

Current academic year + 10 years

**7.29 Results of user/customer surveys: individual responses.**

Completion of analysis of survey responses

**7.30 Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students**

Superseded + 2 years

**7.31 Records documenting the monitoring of programme developments in other FE institutions.**

## **Appendix 8: Governance**

Business Development record retention periods by information type:

**8.1 Records Documenting the establishment and development of the institution's legal framework.**

Life of institution

**8.2 Records documenting the establishment and development of the institution's governance structure.**

Life of institution

**8.3 Records documenting corporation papers. Master set held by clerk and library copies**

Records to be kept infinity

**8.4 Records documenting the appointment of members of the institution's governing body.**

Termination of appointment + 6 years

**8.5 Records documenting the provision of training and development for members of the institution's governing body.**

Current year + 3 years

**8.6 Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.**

Termination of appointment + 6 years

**8.7 Records documenting the organisation of meetings of the institution's governing body.**

Current year + 1 year

**8.8 Records documenting the conduct and proceedings of meetings of the institution's governing body.**

Current year + 50 years

**8.9 Records documenting the development and establishment of terms of reference for the institution's executive committees.**

Life of committee

**8.10 Records documenting the provision of training and development for members of the institution's executive committees.**

Current year + 3 years

**8.11 Records documenting the organisation of meetings of the institution's executive committees.**

Current year + 1 year

**8.12 Records documenting the conduct and proceedings of meetings of the institution's executive committees.**

Current year + 50 years

### **8.13 Minutes of meeting**

Kept in perpetuity

### **8.14 Information including contract details, register of interest, payments, photos and videos**

6 years when the person leaves as a governor

### **8.15 Corporation papers master set held by clerk.**

Kept in perpetuity

### **8.16 Library copies**

6 Years

### **8.17 Records documenting the appointment and designation of the institution's senior officers.**

Termination of appointment + 5 years

## **Appendix 9: IT Services**

IT Services record retention periods by information type:

### **9.1 Records documenting the development and establishment of the institution's ICT systems strategy.**

Superseded + 5 years

### **9.2 Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.**

Current academic year + 5 years

### **9.3 Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.**

Current academic year + 5 years

### **9.4 Records documenting the development and establishment of the institution's ICT systems management policies.**

Superseded + 5 years

### **9.5 Records documenting the development of the institution's ICT systems management procedures.**

Superseded + 3 years

### **9.6 Records documenting the initial development and post-implementation modification and maintenance of ICT systems.**

Decommissioning of system + 5 years

### **9.7 Records documenting the initial development of ICT systems which are not implemented.**

Last action on development + 5 years

### **9.8 Records documenting the management of ICT systems development projects (i.e. project management records).**

Termination of project + 5 years

**9.9 Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.**  
Current year + Lifespan of the system

**9.10 Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.**  
Last action on fault + Lifespan of the system

**9.11 Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.**  
Current year + 1 year

**9.12 Records documenting the maintenance of appropriate software licences for live ICT systems.**  
Issue of new licence

**9.13 Records documenting the security arrangements for ICT systems.**  
Decommissioning of system + 5 years

**9.14 Records documenting the opening, maintenance and closure of user accounts for ICT systems.**  
Closure of account + Length of time work is required to be kept for (3 years?)

**9.15 Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.**  
Current year + 1 year

**9.16 Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.**  
Last action on incident + 1 year and to be recorded on GDPR sentry system

**9.17 Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communications links.**  
Termination of connection + 1 year

**9.18 Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.**  
Return of equipment 5-10 years

**9.19 Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.**  
Disposal of equipment + 1 year

**9.20 Records documenting the development of technical and application training for ICT system users.**  
Superseded + 1 year

**9.21 Records documenting user requests for technical and application support, and assistance provided.**

Last action on request + Lifespan of the system supported

**9.22 Records documenting the development and establishment of the institution's health and safety management strategy.**

Superseded + 50 years

**9.23 Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy.**

Superseded + 5 years

**9.24 Records documenting user requests to recover data from backup or archive stores, and action taken.**

Life time of system

**9.25 Records governing the policies for availability and conditions of use of computing facilities.**

Life of Policy + 6 years

**9.26 Records documenting the development and establishment of the institution's information resources management policies and procedures and Strategy.**

Superseded + 5 years

**9.27 Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results.**

Current year + 10 years

**Appendix 10: Estates**

Estates record retention periods by information type:

**10.1 Records documenting the development and establishment of the institution's estate strategy.**

Superseded + 10 years

**10.2 Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.**

Current year + 10 years

**10.3 Records documenting the development and establishment of the institution's estate management policies.**

Superseded + 10 years

**10.4 Records documenting the development of properties.**

Ownership of property

**10.5 Records documenting the restoration of contaminated land.**

Ownership of land

**10.6 Records documenting inspection, maintenance and repair of properties.**

Completion of work + 2 years



**10.7 Records documenting the history of major maintenance works on properties.**

Ownership of property

**10.8 Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.**

Review of assessment \*

**10.9 Records documenting the removal of hazardous materials from properties.**

Removal of material + 5 years

**10.10 Records documenting the disposal of properties.**

Disposal of property + 6 years

**10.11 Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised.**

Completion of subsequent inspections

**10.12 Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).**

Creation + 2 years

**10.13 CCTV Recordings.**

Creation + 1 Month

**10.14 Records of security passes issued to visitors.**

Expiry of pass + 1 year

**10.15 Records of security passes issued to employees, other staff and students.**

Expiry of pass + 1 year

**10.16 Records documenting the conduct of routine security surveillance of properties.**

Creation + 1 Month

**10.17 Records documenting security breaches or incidents, and action taken.**

Last action on incident + 1 year

**10.18 Records documenting leasing-out arrangements for properties.**

Termination of lease + 6 years

**10.19 Records documenting the specification of requirements for facilities.**

Next fit-out + 1 year

**10.20 Records documenting the carrying out of interior decoration and fitting-out works.**

Next fit-out + 1 year

**10.21 Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.**

Completion of subsequent inspection

**10.22 Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.**

Current year + 1 year

**10.23 Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.**

Completion of subsequent inspection

**10.24 Records documenting plans for the relocation of facilities within buildings or to other buildings.**

Completion of relocation + 10 years

**10.25 Records documenting the physical relocation of facilities.**

Completion of relocation + 2 years

**10.26 Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.**

Superseded + 5 years

**10.27 Records documenting the development and establishment of the institution's equipment and consumables management policies.**

Superseded + 5 years

**10.28 Records documenting the development of the institution's equipment and consumables management procedures.**

Superseded + 3 years

**10.29 Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.**

Life of item + 6 years

**10.30 Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations.**

Life of item + 40 years

**10.31 Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.**

Life of item

**10.32 Records documenting routine stocktaking and stock checking.**

Current year + 1 year

**10.33 Records documenting the movement of stock into and from storage.**

Current year + 1 year

**10.34 Records documenting the installation of equipment/consumables: major items.**

Decommissioning

**10.35 Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.**

Decommissioning

**10.36 Records documenting the installation of equipment/consumables: other items.**

Decommissioning

**10.37 Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.**

Decommissioning \*

**10.38 Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.**

Issue of report + 2 years

**10.39 Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.**

Decommissioning \*

**10.40 Records documenting the inspection and testing of equipment/consumables.**

Completion of subsequent inspection record OR Disposal of item + 1 year

**10.41 Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.**

Disposal of item + 5 years

**10.42 Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.**

Date of action + 5 years \*

**10.43 Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.**

Creation + 5 years \*

**10.44 Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.**

Completion of subsequent inspection record \*

**10.45 Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.**

Completion of subsequent report OR Issue of report + 2 years, whichever is the longer

**10.46 Records documenting the maintenance of equipment/consumables: major items.**

Decommissioning

**10.47 Records documenting the maintenance of equipment/consumables: items which are safety critical or are associated with hazardous operations.**

Decommissioning

**10.48 Records documenting the maintenance of equipment/consumables provided to control exposure to asbestos.**

Creation + 5 years

**10.49 Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.**

Creation + 5 years

**10.50 Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.**

Disposal of item + 1 year

**10.51 Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health.**

Disposal of item + 6 years

**10.52 Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items.**

Disposal of item + 1 year

**10.53 Records documenting the transfer of ownership of equipment/consumables.**

Disposal of item + 1 year

**10.54 Records documenting the development and establishment of the institution's health and safety management policies.**

Superseded + 50 years

**10.55 Records documenting the development of the institution's health and safety management procedures.**

Superseded + 50 years

**10.56 Records documenting the conduct and results of health and safety audits, and action taken to address issues raised.**

Completion of audit + 5 years

**10.57 Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977.**

Termination of appointment + 1 year

**10.58 Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.**

Current year + 5 years

**10.59 Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.**

Current year + 50 years

**10.60 Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee.**

Life of committee + 50 years

**10.61 Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.**

Termination of membership + 1 year

**10.62 Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.**

Current year + 50 years

**10.63 Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996, or with all employees direct**

Current year + 50 years

**10.64 Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996.**

Current year + 5 years

**10.65 Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises.**

Current year + 5 years

**10.66 Records documenting the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery.**

Superseded + 5 years

**10.67 Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes.**

Elimination of risk + 5 years OR Updating of risk assessment + 5 years

**10.68 Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations).**

Review of arrangements + 5 years

**10.69 Records documenting hazardous substances present / in use.**

Updated + 40 years

**10.70 List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).**

Last entry + 40 years

**10.71 Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).**

Date of recording + 40 years \*

**10.71 Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited.**

Elimination of asbestos + 5 years OR Review of assessment + 5 years

**10.72 Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.**

Date of examination

**10.73 Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.**

Date of action + 5 years \*

**10.74 Records documenting the conduct and results of risk assessments of work which exposes employees to lead.**

Elimination of asbestos + 5 years OR Review of assessment + 5 years

**10.75 Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.**

Date of examination / test / repair + 5 years \*

**10.76 Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10.**

Date of monitoring + 40 years

**10.77 Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.**

Date of monitoring + 5 years \*

**10.78 Records documenting assessments to determine the presence of asbestos.**

Elimination of asbestos + 5 years OR Review of assessment + 5 years

**10.79 Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases.**

Completion of work to which the assessment relates + 5 years

**10.80 Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.**

Duration of work to which plan relates \*

**10.81 Records documenting notifications of work with asbestos to the enforcing authorities.**

Duration of work

**10.82 Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21.**

Date of monitoring + 40 years \*

**10.83 Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.**

Date of monitoring + 5 years \*

**10.84 Health surveillance records of identifiable individual employees who are exposed to asbestos.**

Date of last entry on record + 40 years \*

**10.85 Certificates of medical examination of identifiable individual employees who are exposed to asbestos.**

Date of certificate + 40 years \*

**10.86 Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.**

Current year + 5 years

**10.87 Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.**

Date of recording + 3 years \*

**10.88 Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.**

Closure of investigation + 40 years

**10.89 Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.**

Date of notification + 3 years

**10.90 Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).**

Date of recording + 40 years \*

**10.91 Records documenting assessment of requirements for fire-fighting systems and equipment.**

Review of assessment + 5 years

**10.92 Records documenting assessment of requirements for first aid facilities and equipment.**

Re-assessment + 5 years

**10.93 Records documenting specifications for first aid facilities and equipment.**

Superseded + 5 years

**10.94 Records documenting arrangements with external emergency service organisations.**

Review of arrangements + 5 years

**10.95 Records documenting the development and establishment of the institution's environmental management strategy.**

Superseded + 10 years

**10.96 Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.**

Current academic year + 5 years

**10.97 Records documenting the development and establishment of the institution's environmental management policies.**

Superseded + 10 years

**10.98 Records documenting the development of the institution's environmental management procedures.**

Superseded + 10 years

**10.99 Records documenting the conduct and results of environmental audits, and action taken to address issues raised.**

Completion of audit + 5 years

**10.100 Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.**

Elimination of risk + 5 years OR Updating of risk assessment + 5 years

**10.101 Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.**

Termination of accreditation + 1 year

**10.102 Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.**

Current year + 5 years

**10.103 Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.**

Last action on incident + 40 years

**10.104 Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.**

Closure of investigation + 40 years

**10.105 Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.**

Date of notification + 5 years

**10. 106 Records documenting routine monitoring of the institution's use and consumption of energy.**

Current year + 5 years

**10. 107 Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised.**

Completion of review + 5 years

**10.108 Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.**

Removal of waste consignment + 2 years

**10. 109 Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.**

Removal of waste consignment + 2 years \*

**10.110 Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.**

Removal of waste consignment + 3 years



**10.111 Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.**

Removal of waste consignment + 3 years \*

**10.112 Records documenting the development and establishment of the institution's internal services strategy.**

Superseded + 5 years

**10. 113 Records documenting the conduct and results of audits and reviews of the overall management of internal services, and the responses to the results.**

Current year + 5 years

**10. 114 Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.**

Superseded + 5 years

**10. 115 Records documenting the development of the institution's procedures for the overall management and development of internal services.**

Superseded + 3 years

**10.116 Records documenting the planning of the management and operation of an internal service.**

Current year + 3 years

**10.117 Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.**

Current year + 3 years

**10.118 Records documenting the acquisition of use of properties by lease or rental.**

Disposal of property + 6 years

**10. 119 Records documenting negotiations for properties where the property was not acquired.**

Closure of negotiations + 6 years

**10.120 Deeds and certificates of title for properties owned by the institution.**

Ownership of property

**10.121 Records documenting the acquisition of ownership of properties.**

Ownership of property

**10.122 Records documenting authorisation for the disposal of de-accessioned records.**

Life of archives

**10.123 Records documenting the monitoring and control of the storage of records.**

Current year + 1 year

**10.124 Records documenting the development and establishment of policies on the operation, management and development of an internal service.**

Superseded + 5 years

## **Appendix 11: Management Information**

Management Information record retention periods by information type:

### **11.1 SLT Minutes Record of strategic discussions between the senior management team.**

6 Years

## **Appendix 12: Legal and International Department**

Legal information record retention periods by information type:

### **12.1 Contracts and agreements**

Under seal – year created + 12 others – year created + 6  
Limitation Act 1980

### **12.2 Partner organisation contracts**

**(Including partnership agreements, MOUs, MOAs, SLAs, course agreements)**

Superseded + 6 years

### **12.3 Subsidiary companies (certificates and deed)**

Year created + 10 years

### **12.4 Title Deeds of property belonging to the college**

Permanent. This should follow the college unless the property has been registered with the land registry.

### **12.5 Employers Liability Insurance Certificate**

Closure of college

### **12.6 Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.**

Expiry of notification + 6 years

### **12.7 Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 2018**

Last action on request + 6 years

### **12.8 Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 2018**

Current year + 10 years

### **12.9 Subject Access Request**

2 years

### **12.10 Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Acts.**

Completion of revision of Publication Scheme + 5 years

**12.11 Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Acts.**

Last action on request + 6 years

**12.12 Records containing (anonymised) management statistics, analyses and reports of requests for access to information held by the institution under the Freedom of Information Acts.**

Current year + 10 year

**Appendix 13: All customers including Urban Fitness Gym and Salons**

**13.1** Customers visiting any college Salons information will be deleted 4 years after their last visit

**13.2** We will store your information for as long as you are a Member of Urban Fitness, or following cancellation and to meet legal requirements including financial audit, anti-fraud and money laundering regulations we will store your information for no more than 6 years from the last activity on the account.

**Approval and Review**

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Comment: GDPR Working Group

Date of Comments: 12 January 2022

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Approval: SLT

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V1	27 April 2021	Data Retention Policy
V2	12 January 2022	GDPR Group to comment Data Retention Policy
V2	17 March 2022	SLT to approve Data Retention Policy