



Data Retention Policy 2026 - 2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. PURPOSE

- 1.1 The purpose of this policy is to establish clear rules for how long the College keeps different types of data. This ensures the College meets its legal and regulatory requirements. It improves data management by keeping data organised and accessible and reduces operational costs and risks by securely disposing of unnecessary data.
- 1.2 As a general rule, Personal Data must not be stored longer than is necessary for the purposes for which that data was originally obtained and processed.
- 1.3 That said, there may be circumstances where Personal Data should be retained for longer, for instance, to protect the College, its staff and its reputation, in the event of possible litigation or claim on the College's insurance ("legal hold"), in which case destruction may be paused if the legal action is threatened or imminent or for Safeguarding purposes. The College has also taken a policy decision to retain documents relating to the Corporation and its governance indefinitely.

2. SCOPE

- 2.1 This Policy applies to all staff, across all sites.

3. HOW LONG IS DATA TO BE KEPT FOR

- 3.1 Unless otherwise advised, or legal hold applies, Personal Data of the category types referred to in the Schedule at Appendix A should not be retained for longer than is stated in that Schedule.
- 3.2 Each period that a record is to be kept – known as the "retention period" – is to be kept for that period plus 1 year, to enable the secure destruction of that record(s) within that year.
- 3.3 In the case of paper records, these will be securely destroyed by an ISO27001:2013 and GDPR compliant document management and confidential waste solutions

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provider, who can provide proof of a full audit trail on request including certificates confirming document destruction and all of their staff will have been securely vetted. Electronic Personal Data will be either anonymised or pseudo-anonymised.

- 3.4 “Pseudo-anonymisation” means (re)processing the data in such a way that the Personal Data can no longer be attributed to a specific individual (or “Data Subject”) without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the Personal Data is no longer attributable to an identified or identifiable natural person.

4. GENERAL CONSIDERATIONS

- 4.1 Unless there is a justifiable reason to keep information for longer than specified, i.e. for safeguarding reasons, threat of legal action or imminent legal action (in which case destruction may be paused), Personal Data of the category types referred to in the Retention Schedule exhibited as Appendix A to the College’s Retention Policy should not be retained for longer than is stated in that Schedule.
- 4.2 Each period that a record is to be kept – known as the “retention period” – is to be kept for that period plus 1 year, to enable the secure destruction of that record(s) within that year.
- 4.3 In the case of paper records, these will be securely destroyed by an ISO27001:2013 and GDPR compliant document management and confidential waste solutions provider, who can provide proof of a full audit trail on request including certificates confirming document destruction and all of their staff will have been securely vetted.
- 4.4 There will be an annual review of all records to note which require destruction that year in accordance with the Retention Schedule set out in the College’s Retention Policy.
- 4.5 It will be the responsibility of the Information System Owners and their teams to ensure deletion (in the case of electronically stored data) and or destruction (in the case of physical files) in accordance with the Retention Schedule and the College’s Retention Policy.
- 4.6 **If any Personal Data has been shared with a third-party organisation, they should also be contacted and asked to delete/destroy that data as well and provide confirmation to the College that they have done so.**

5. ELECTRONIC FILES

- 5.1 Electronic Personal Data will be either anonymised or pseudo-anonymised. “Pseudo-anonymisation” means (re)processing the data in such a way that the Personal Data can no longer be attributed to a specific individual (or “Data Subject”) without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the Personal Data is no

longer attributable to an identified or identifiable natural person”.

6. DISPOSAL OF RECORDS (OTHER THAN ELECTRONIC FILES)

- 6.1 When records that are not electronic records have reached their retention period, they will be disposed of securely and confidentially.
- 6.2 All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable:
- paper records should be placed in the confidential waste bins located on site and will then be shredded by an external company. **Where there is a mix of confidential papers and non-confidential papers, first separate the documents. Confidential documents should be shredded or sent to a secure confidential waste disposal service, while non-confidential documents can be recycled through regular channels. If in doubt, dispose of everything securely in the confidential waste bins. If the bins are full, please ask Estates for some confidential waste bags.**
- Do not put any paper records in with the regular waste or a skip;**
- CDs/DVDs/floppy disks should be cut into pieces before being disposed of. For added security, do not put all of the pieces in the same waste bin – ideally spread the pieces across separate collections;
 - audio/video tapes should be dismantled and shredded;
 - hard disks should be dismantled and sanded.
- 6.3 For further information, see Record keeping and retention information for training providers - GOV.UK (www.gov.uk)

7. DISCIPLINARY ACTION

- 7.1 A deliberate breach of confidentiality, i.e. when confidential information is deliberately disclosed to a third party without consent, will be subject to disciplinary action under the Staff Disciplinary Policy and Procedure. An accidental breach will not normally be subject to disciplinary action, unless this amounts to gross misconduct.

8. DEPARTMENT FOR EDUCATION

- 8.1 The Department for Education (“DfE”) requires colleges to retain data for learners, covering eligibility, qualifications, and funding evidence, and for staff, buildings, and finances. Additionally, they must publish information online about their curriculum, policies, staff, and financial information.

What is the minimum information that should be kept?

- 8.2 As a minimum the College will keep a learner file for each learner which will contain:
- evidence about the learner, e.g. proof of identity;
 - evidence of eligibility for funding;
 - evidence of qualifications/course studied and achieved;
 - European Social Fund (ESF) financial information – as detailed in ESF guidance (if applicable).
- 8.3 It is also recommended the College keeps details of:
- course studied;
 - academic year;
 - ESF contract number (if applicable);
 - destruction date (six years plus current from date study started, or 31/12/2034 if ESF-funded).
- 8.4 ESF records must be easily identifiable, and it is recommended that they are kept separately.

How long should the College keep this information?

- 8.5 Learner files should be retained securely for 6 years from Financial Year End after last payment made or until 31 December 2034 if ESF-funded provision.

European Social Fund

- 8.6 For learner files relating to ESF training provision, the College and any subcontractors will follow the retention of documents guidance as detailed in the ESF 2014 to 2020 funding rules (see <https://www.gov.uk/government/publications/esf-funding-rules> for further details).

9. DATA PROTECTION OFFICER

- 9.1 The College Senior Leadership Team has overall responsibility for ensuring compliance with data protection legislation and its associated policies and procedures and has appointed a Data Protection Officer, who is the Deputy Chief Executive Officer.
- 9.2 The Data Protection Officer will lead on the College's overall approach to data protection, assisted by the Legal and Compliance Adviser and the Head of IT.

10. COMPLAINTS

- 10.1 If you are not satisfied with how the College has processed your personal data, you have the right to make a complaint. In the first instance, this should be to the College; but you also then have the right to refer the complaint to the ICO if you are not satisfied with the College's response.
- 10.2 Please submit full details of your complaint to enquiries@askham.bryan.ac.uk , as per the College's Complaints Policy which is available at <https://www.askham-bryan.ac.uk/publication-scheme-customer-services/> Please use the Stage 2 Compliant form which is also available at <https://www.askham-bryan.ac.uk/publication-scheme-customer-services/>
- 10.3 In accordance with the College's Complaints Policy, all complaints will be acknowledged within 2 working days, and the College will endeavour to provide a response within 10 working days. If more time is needed to investigate your complaint and provide a response, we will let you know. If you are not satisfied with the College's response to your complaint, you have the right to appeal, and ultimately, the right to complain to the ICO.

Please note: although you may complain to the ICO at any time, the ICO is likely to ask you to exhaust the College's complaints process first, before it processes your complaint. Please see the ICO's website www.ico.org.uk for further details.

- 10.4 The College is registered with the Information Commissioner's Office ("ICO"). The Registration Number is Z6170811. Renewal of the registration takes place annually on 22 January.

11. RESPONSIBILITIES

- 11.1 The Deputy Chief Executive Officer will have overall responsibility for ensuring compliance with this Policy, assisted, where necessary by the Legal and Compliance Adviser.
- 11.2 All staff, however, in particular Information Systems Owners, must be aware of the retention period(s) that apply to the data they are processing/storing, and ensure that any data they process/store is deleted/destroyed/pseudonymised in accordance with the retention periods as set out in this policy.

12. MONITORING AND REVIEW

- 12.1 The Deputy Chief Executive Officer will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Deputy Chief Executive Officer and Legal and Compliance Adviser.

13. RELATED POLICIES AND PROCEDURES

This policy is supplemented by the following policies and procedures:

Data Protection Policy
Subject Access Request Policy
Subject Access Request Procedure (internal use only)
Data Sharing Policy
Data Sharing Procedure (internal use only)
Data Retention Procedure (internal use only)
Breach Detection and Reporting Policy
Breach Detection and Reporting Procedure (internal use only)
Data Subject Rights Procedure (internal use only)

14. SUPPORTING DOCUMENTS

Staff Privacy Notice
Student Privacy Notice
Student Recruitment and Marketing Privacy Notice
Privacy Notice for Parents Carers and Guardians
Visitors Privacy Notice

15. DOCUMENT HISTORY

Date of Issue: 2nd September 2026
Approved on: 15th July 2026
Next review: June 2027
Owner: Deputy Chief Executive Officer
Author: Legal and Compliance Adviser
Publication requirements: PUBLIC

APPENDIX A: RETENTION SCHEDULE

Unless advised otherwise or “legal hold” applies, the following types of documents (including emails) should be kept for the period referred to below.

If more than one retention period applies, it is the longest retention period that applies. For items not on the list, assume the retention period is six years from date of completion plus one year to allow time for the data and or the physical file to be deleted/destroyed.

Please note: if any Personal Data has been shared with a third party organisation, they should also be contacted and asked to delete/destroy that data as well and provide confirmation to the College that they have done so

Please note: this list is not exhaustive.

Apprenticeships			
Activity	Document Type	Retention Period	Reason for retention
Admission and Enrolment	ALS Questionnaire	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Applications	6 years from completion + 1 year for successful applications or six months from the date of the application + 1 year for unsuccessful applications	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Apprenticeship Agreement	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Admission and Enrolment	Apprenticeships Training Services Agreements	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Break in learning Agreement	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Employer Health and Safety and welfare check	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Progress Review	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Record of Pre-Entry Guidance	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Admission and Enrolment	Risk Assessment – Criminal Convictions/Medical	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Training Plan	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Workplace Induction Checklist	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Administration and Support	Employer Responsive (APPS) Records	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Administration and Support	Any other documentation relating to apprenticeships	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Assessment	All documents, information, data, reports, accounts and records relating to the Apprenticeship Assessment Agreement with ELS	7 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Assessment	E-Portfolio	Apprentice work will be archived once the EPO has successfully been completed and kept on the e-portfolio/e-logbook system for a minimum of 3 years unless otherwise indicated by the EPAO	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Funding	Apprenticeship Funding Data	Where Apprentice data is used as match on the 2014-20 ESF programme, the data must be retained securely until 31 st December 2034	Legal obligation, performance of a contract
Progression and Development	Completion Certificate	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Withdrawal	Declaration of Destination form	6 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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CCTV			
Activity	Document Type	Retention Period	Reason for retention
Data Protection Compliance	CCTV footage	Up to 30 days unless the server is full, then that data could be overwritten, unless otherwise required for disciplinary, insurance or legal purposes, or there is some other valid justification for retaining the images/ footage for longer	Legal obligation including safeguarding of students and College's legitimate interests
Data Protection Compliance	ANPR data	Up to 30 days, unless otherwise required for disciplinary, insurance or legal purposes, or there is some other valid justification for retaining the images/ footage for longer	Legal obligation including safeguarding of students and College's legitimate interests
Data Protection			
Activity	Document Type	Retention Period	Reason for retention
Data Protection Compliance	(Anonymised) management statistics, analyses and reports of requests for information held by the College	Current year + 10 years	Required by Data Protection Act 2018 and GDPR
Data Protection Compliance	Data Privacy Impact Assessments	2 years from date of assessment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Data Protection Compliance	Data Sharing Agreements and completed Data Protection Questionnaires	Six years from date of Data Sharing Agreement + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Data Protection Compliance	Master copies of policies and procedures relating to Data Protection	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Data Protection Compliance	Privacy Notices	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Data Protection Compliance	Records documenting the handling of requests for access to personal information (Subject Access Requests, etc)	Six years + 1 year	Legal obligation and College's legitimate interests
Emails			
Activity	Document Type	Retention Period	Reason for retention
Electronic Mail Management	Emails relating to any of the categories or types of document listed in this Schedule	As per the retention period for the type of document to which they relate, e.g. Health and Safety Accident Reporting (Smartlog) - 3 years from the date of the accident + 1 year	As per the retention period for the type of document to which they relate e.g. Health and Safety Accident Reporting (Smartlog) - legal obligation and in the College's legitimate interests

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Electronic Mail Management	Any emails that relate to Safeguarding	Relating to Students Until the child reaches the age of 25 years Relating to staff 10 years from the date of the allegation + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Electronic Mail Management	Any other emails (general correspondence with colleagues and external organisations, anything not business related, Staff Notices, etc), i.e. anything else	Delete when no longer required	n/a
Electronic Mail Management	Spam	Not retained	n/a

Equality, Diversity and Inclusion

Activity	Document Type	Retention Period	Reason for retention
Equality Act Compliance	Equality and Diversity Assessments	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests

Finance

Activity	Document Type	Retention Period	Reason for retention
Financial management	Debtor's records	Six years from end of the financial year + 1 year	College's legitimate interests
Financial management	All documents necessary to verify ESF Co-financed provision	To be retained in line with contractual requirements (at least 10 years after final ESF claim is paid by the ESF Managing Authority). For the 2014-20 ESF Programme until at least 31 December 2034.	Legal obligation, performance of a contract, and performance of a task in the public interest (provision of education)

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Financial management	Financial files	Seven years from the end of the financial year + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and in the College's legitimate interests
Financial management	Master copies of policies and procedures relating to tuition fees, academic refunds, student payments and collections and College financial policies and procedures, etc	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Financial Management	VAT records	Six years from finance year end + 1 year	Legal obligation
Tuition Fees Administration Policy Development	Records documenting the development and establishment of the institution's tuition fees policies and procedures: key records	Superseded + 10 years	College's legitimate interests and performance of a task in the public interest (provision of education)
Tuition Fees Administration Policy Development	Records documenting the development and establishment of the institution's tuition fees policies and procedures: working papers	Superseded + 10 years	College's legitimate interests and performance of a task in the public interest (provision of education)
Tuition Fee Collection	Records documenting the collection of tuition fees	Current academic year + 6 years	College's legitimate interests and performance of a task in the public interest (provision of education)

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Freedom of Information			
Activity	Document Type	Retention Period	Reason for retention
Freedom of Information Compliance	(Anonymised) management statistics, analyses and reports of requests for information held by the College	Current year + 10 years	Required by Freedom of Information Act 2000
Freedom of Information Compliance	Records documenting the handling of requests for information held by the College	Completion of request handling process + 3 years	Required by Freedom of Information Act 2000
Freedom of Information Compliance	Records documenting the handling of requests for environmental information held by the College	Completion of request handling process + 3 years	Required by Environmental Information Regulations 2004
Freedom of Information Compliance	Records relating to the development and maintenance of the College's Publication Scheme	Completion of revision of Publication Scheme + 5 years	Required by Freedom of Information Act 2000
Governance			
Activity	Document Type	Retention Period	Reason for retention
Administration	Corporation Minutes and Agendas and Supporting Papers	Permanent	College's legitimate interests and performance of a task in the public interest (provision of education)
Administration	Governance and Management Structures	Permanent	College's legitimate interests and performance of a task in the public interest (provision of education)

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Administration	Planning and Implementing Organisational Change	Permanent	College's legitimate interests and performance of a task in the public interest (provision of education)
Administration	Public Complaints	Six years from the date of record creation + 1 year	College's legitimate interests and performance of a task in the public interest (provision of education)
Administration	Records documenting the institution's general communications with other institutions, other educational institutions, professional associations and bodies	Six years from the date of record creation + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Compliance	Inspection Reports and Reports>Returns made to standards bodies, professional bodies, other government departments	Permanent	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Corporate Management	Strategic/Annual Plans	Permanent	College's legitimate interests and performance of a task in the public interest (provision of education)
Health and Safety			
Activity	Document Type	Retention Period	Reason for retention
Health and Safety Audits and Inspections	Records documenting the conduct and results of Health and Safety internal audits and inspections	Superseded + 1 year	Legal obligation and in the College's legitimate interests

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Health and Safety Consultation	Records documenting the formation of a safety committee to fulfil the College's duty under section 2(7) Health and Safety at Work Act 1974 and Regulation 9 of 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	Legal obligation and in the College's legitimate interests Required by the Safety Representatives and Safety Committees Regulations 1977
Health and Safety Consultation	Notifications of appointments of safety representatives by trade unions under Regulation 3 of the Safety Representatives and Safety Committees Regulations 1977	Termination of appointment + 1 year	Legal obligation and in the College's legitimate interests. Required by the Safety Representatives and Safety Committees Regulations 1977
Health and Safety Incident Recording, Reporting and Investigation	Accident Reporting (Smartlog)	3 years from the date of the accident + 1 year	Legal obligation and in the College's legitimate interests
Health and Safety Incident Recording, Reporting and Investigation	Records documenting the notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities	Date of notification + 3 years	Required by Regulation 7(3) of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471)
Health and Safety Incident Recording, Reporting and Investigation	Any correspondence with the Health and Safety Executive and or successor body, as part of a health and safety investigation, etc	5 years + 1 year	Legal obligation and in the College's legitimate interests

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Health and Safety - Policies	Records documenting the development and establishment of the institution's health and safety management policies and procedures	Superseded + 3 years	Legal obligation and in the College's legitimate interests
Management of Health and Safety- Risk Assessment Reports	Health and Safety Risk Assessment Reports	Academic year + 1 year Unless accident in which case 3 years + 1 year as saved to Smartlog	Legal obligation and in the College's legitimate interests
Management of Health and Safety – Asbestos Control	Survey, Register and Management Plan (Asbestos Register)	Last entry + 40 years	Control of Asbestos Regulations 2012
Management of Health and Safety – COSHH	MSDS factsheets & COSHH Assessments	5 years + 1 year	Legal obligation and in the College's legitimate interests
Management of Health and Safety – DSE Regulations 1992	DSE assessments	5 years from date of assessment + 1 year	Legal obligation and in the College's legitimate interests
Management of Health and Safety – Electrical Safety	PAT Testing	Records of all testing and inspection must be kept for the life of the appliance and for five years thereafter	Required by Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998
Management of Health and Safety – Fire Safety	Records documenting the conduct, review and revision of fire safety risk assessments	Superseded + 5 years	Required by Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541)
Management of Health and Safety – Fire Safety	Records documenting the provision of fire safety training to employees to fulfil the institution's duties under Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541)	7 years from date of leaving + 1 year	Required by Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541)

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Management of Health and Safety – First Aid	Records documenting the provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917)	7 years from date of leaving + 1 year	Required by Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917)
Management of Health and Safety – First Aid	RLSS qualifications and awards	7 years from date of issue + 1 year	As per RLSS Approved Training Centre/ Provider Guidance Manual

Higher Education

Activity	Document Type	Retention Period	Reason for retention
HE Academic Services (HE Learning Support)	Correspondence with Student Finance England (DSA)	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
HE Academic Services (HE Learning Support)	Diagnostic Assessments	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
HE Academic Services (HE Learning Support)	Medical evidence e.g. record of support (recorded on ProMonitor)	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
HE Academic Services (HE Learning Support)	Needs Assessment Reports	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract

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HE Academic Services (HE Learning Support)	Master copies of the College's learning support policies and procedures	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Administration	Public Complaints	Six years from the date of record creation + 1 year	College's legitimate interests and performance of a task in the public interest (provision of education)
Admission and Enrolment	Application forms	2 months + 1 year for unsuccessful applicants; 10 years + 1 year for successful ones	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Enrolment forms and Learner Agreements	Six years from date of enrolment + 1 year; six months from the date of the application for unsuccessful application	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Postponement request	Six years from date of postponement + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Admission and Enrolment	Records documenting academic progress including action taken to deal with unsatisfactory progress, the transfer of students to new programmes or to new courses within programmes	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Assessment and Examinations	UCAB Awards	Permanent	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Assessment and Examinations	Written work or any written elements of assessment	5 years after the end date of the course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Assessment and Examinations	Practical work – e.g. laboratory/ husbandry/ animal handling	5 years after the end date of the course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Assessment and Examinations	Physical artefacts	5 years after the end date of the course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Assessment and Examinations	Digital media	5 years after the end date of the course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)

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Assessment and Examinations	Any type of work that is assessed through observation	5 years after the end date of the course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Assessment and Examinations	Placement	5 years after the end date of the course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education)
Funding	HEFCE Funding (HEFCE) Records	10 years from completion + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Funding	FSD Non-ESF ABU EIRE Fund for Students with Disabilities including routing emails and other correspondence, allocation, operational documents, etc	Anonymised + retained for statistical purposes	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Graduate Outcomes Surveys	Responses to survey questions	See HESA Privacy Notice available at Collection notices HESA	Legal obligation
Partnership Agreements	Partnership Agreements and arrangements for archive: For Higher Educational validation partnerships, archive arrangements should be consistent with the awarding institutional guidelines	See HEI Guidelines and or partnership agreement	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests

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Policies	Master copies of policies and procedures relating to UCAB and HE provision	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Progression and Development	Mitigating Circumstances Applications and related correspondence and supporting evidence	Last action + 6 years	College's legitimate interests
Progression and Development	Records relating to academic appeals	Last action + 6 years	College's legitimate interests
Quality	Documents relating to academic misconduct or allegations of academic misconduct	Last action + 6 years	College's legitimate interests
Quality	Validation documentation	Six years from submission + 1 year	College's legitimate interests
Student Records	ProMonitor	Completion of course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Surveys	Summaries and analyses of responses	Completion of survey + 5 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests

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Inclusive Services (Learning Support)			
Activity	Document Type	Retention Period	Reason for retention
Inclusive Services	EHCPs, draft/proposed EHCPs, EHCP reviews, documents relating to an EHCP such as copy reports, and correspondence with local authorities, etc	31 years from date of birth + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
Inclusive Services	Individual Education Plans including Support Plans	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
Inclusive Services	Health Care Plans	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
Inclusive Services	Risk Assessments	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract
Inclusive Services	Any other records including exam access arrangements	Six years from date of enrolment + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract

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Inclusive Services	Master copies of the College's learning support policies and procedures	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Insurance			
Activity	Document Type	Retention Period	Reason for retention
Compliance	Records documenting claims made under insurance policies	Six years from settlement of claim + 1 year OR Six years from withdrawal of claim + 1 year	Legal Obligation and College's legitimate interests
Legal			
Document Type	Document Type	Document Type	Document Type
Claims Management	Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement	Six years from the settlement of claim + 1 year OR Six years from withdrawal of claim + 1 year	College's legitimate interests
Contracts management	Agreements, leases, licences, deeds and contracts under seal and any relevant correspondence and or documents relating to formation of that agreement/contract/deed	12 years from termination of contract + 1 year	Performance of a contract and College's legitimate interests

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Contracts management	Other contracts and agreements and any relevant correspondence and or documents relating to formation of that agreement/contract	Six years from termination of contract + 1 year	Performance of a contract and College's legitimate interests
Contracts Management	YNYCA ASF - invoices, receipts, accounts and any other relevant documents relating to the expenditure of the Grant	Seven years following receipt of any Grant monies to which they relate + 1 year	Performance of a contract
Governance	Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services	Superseded + 5 years	Legal obligation and College's legitimate interests
Legal Advice	Records documenting legal advice requested by, and provided to, the institution concerning: - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations; - proposals for new legislation affecting the institution's legal framework, governance responsibilities or operations; - the institution's relationships with government bodies and HE regulators; - industrial relations issues; - health, safety and environmental issues	Permanent	College's legitimate interests

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Marketing and Communications			
Activity	Document Type	Retention Period	Reason for retention
Alumni Data	Alumni communications	Issue + 1 year	Consent and College's legitimate interests
Alumni Data	Records containing personal data on individual alumni	For as long as the individual remains an alumnus + 1 year	Consent and College's legitimate interests
Enquiries	Enquiries from members of the public, prospective students, etc and responses provided	2 years + 1 year	College's legitimate interests
Marketing – campaigns and promoting the College	Consent to audio/video recording/capture of images	3 years from date of marketing event + 1 year	Consent, College's legitimate interests
Marketing – campaigns and promoting the College	“Keep warm” campaigns	2 months from date of campaign communication + 1 year	Consent, College's legitimate interests
Marketing – campaigns and promoting the College	Open days/Open events	3 years from date of Open Day/Open Event + 1 year	Consent, College's legitimate interests
Marketing – campaigns and promoting the College	Photographs, audio recordings, and video recordings of marketing events	5 years from date added to media library + 1 year	Consent, College's legitimate interests
Marketing – campaigns and promoting the College	Taster days and Applicant Sessions	3 years from date of Taster Day/Applicant Session + 1 year	Consent, College's legitimate interests
Marketing – campaigns and promoting the College	Emails relating to any of the above categories or types of document	As per the retention period for the type of document to which they relate. Otherwise, deleted when no longer required	Consent, College's legitimate interests

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Marketing – campaigns and promoting the College	Press Releases	10 years + 1 year	College's legitimate interests
Marketing Strategy	Records documenting the development of the College's Marketing Strategy: key records	Superseded + 5 years	College's legitimate interests
Marketing Strategy	Records documenting the development of the College's Marketing Strategy: working papers	Issue of Strategy + 1 year	College's legitimate interests
Stakeholder Engagement	Records documenting the development of the College's Stakeholder Engagement Strategy: key records	Superseded + 5 years	College's legitimate interests
Stakeholder Engagement	Records documenting the development of the College's Stakeholder Engagement Strategy: working papers	Issue of Strategy + 1 year	College's legitimate interests
Surveys	Online Surveys	5 years from date of survey + 1 year	Consent, College's legitimate interests
Offsite Activities			
Activity	Document Type	Retention Period	Reason for retention
Offsite Activities	Information regarding offsite activities, trips, etc	3 years from the date of the activity + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Online Store			
Activity	Document Type	Retention Period	Reason for retention
Sales	Transaction Data	This data is held by Access, the supplier of the online store platform. Please see Access' Data Retention Records Management Policy 1.pdf for further details	Performance of a contract
Sales	RCP Payment information	This data is held by Access, the supplier of the online store platform. Please see Access' Data Retention Records Management Policy 1.pdf for further details	Performance of a contract
Quality			
Activity	Document Type	Retention Period	Reason for retention
Quality	Audits and lesson observations, learning walks, PELPS and mentor meetings	Completion of audit/activity + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Quality	CVs, CPD and evidence of certification shared with awarding organisations	Within 1 year of staff member leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Quality	Records documenting the development of the College's internal quality assurance processes	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests

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Safeguarding			
Activity	Document Type	Retention Period	Reason for retention
Safeguarding	Safeguarding (staff records)	Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse. All records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract and College's legitimate interests including safeguarding of students
Safeguarding	Safeguarding (student records) (including information relating to grooming gangs)	Students All records relating to individual children must be retained for a reasonable period of time after they have left the provision. Currently it is recommended that Safeguarding/Child Protection records be retained until the child reaches the age of 25 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Safeguarding	Smoothwall and Senso	1 year + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract and College's legitimate interests including safeguarding of students

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Safeguarding	Information provided on Whisper form	3 years + 1 year	Legal obligation, performance of a task in the public interest (provision of education) and performance of a contract and College's legitimate interests including safeguarding of students
Staff Records			
Activity	Document Type	Retention Period	Reason for retention
Contract Management	Absence – records documenting employee's absence due to sickness, etc	7 years from date of leaving + 1 year	Required by the Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55)
Contract Management	Absence – records documenting the authorisation of special leave e.g. compassionate leave, maternity leave and paternity leave, etc	7 years from date of leaving + 1 year	Required by the Maternity and Parental Leave etc Regulations 1999 (SI 1999/3312)
Contract Management	Working time and annual leave records/records relating to compliance with annual leave and pay for annual leave	Six years + 1 year	Legal obligation – section 35 Employment Rights Act 2025
Contract Management	Appraisals – records of appraisals, reviews of employee's performance etc	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Contract Management	Details of any settlements, employment tribunal claims, etc.	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Contract Management	Job Descriptions	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Contract Management	Leaver Information – resignation, forms, etc.	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Contract Management	Part-time variable contract	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Contract Management	P45	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Contract Management	Redundancy information	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Contract Management	Staff Contract including any changes to Staff Contract and details of salary and holiday entitlement	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Contract Management	TUPE	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Induction	Records documenting the development, overall delivery and assessment of induction programmes for new employees	Current year + 6 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Learning and Development	E-learning certificates	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Learning and Development	Staff Development – short courses	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Learning and Development	Staff Development – long courses	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Occupational Health	Occupational Health referrals, reports, etc.	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Occupational Health	Occupational Health records including Health Surveillance records	Duration of employment plus 7 years, unless a longer statutory retention period applies. Health surveillance records required under COSHH, asbestos, lead or similar legislation will be retained for 40 years (or other prescribed statutory period)	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Payroll	Payroll records	Permanent	Legal obligation, performance of a contract and in the College's legitimate interests

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Payroll	Statutory Maternity Pay, etc – records relating to the entitlement to and calculation of	Permanent	Required by the Statutory Maternity Pay (General) Regulations (SI 1986/1960) (Regulation 26)
Payroll	Statutory Sick Pay, etc – records relating to the entitlement to and calculation of	Permanent	Required by the Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55)
Pension	Pension scheme records	Permanent	Legal obligation and in the College's legitimate interests
Pension	Retirement benefits	A minimum of six years from the end of the year in which the accounts were signed + 1 year	Regulation 15 of the Retirement Benefits Schemes (Information Powers) Regulations 1995
Policies	Records documenting the development and establishment of the institution's People Services policies and procedures	Superseded + 3 years	Legal obligation and in the College's legitimate interests
Recruitment and Selection	Application form	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Bank details	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Recruitment and Selection	Criminal Convictions Declaration (if completed)	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	CV – successful	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	CV - unsuccessful	Six months after interview + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	DBS checks - record of the certificate number	6 months from date of recruitment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Health Declarations	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Recruitment and Selection	Interview notes – successful	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Interview notes – unsuccessful	Six months after interview + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	New Starter form	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Offer letter	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Proof of qualifications obtained	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Recruitment and Selection	References	7 years from date of leaving + 1 year References for unsuccessful candidates – completion of recruitment process + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Right to work, etc	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Shortlisting information	Six months from the selection decision + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Starter data such as copied ID, driving licence, etc.	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Recruitment and Selection	Staff Risk Assessment	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Staff Management	Appraisal	Six years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Staff Management	Request to bring an Assistance Dog on site and any supporting documentation	Six years from date of request + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Staff Management	Disciplinary See also Safeguarding	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Staff Management	Grievance See also Safeguarding	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Staff Management	Personnel files	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Staff Management	Probationary Review	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Staff Management	Maternity/Paternity/Adoption and flexible working/compassionate leave, etc.	3 years after the end of the tax year in which the maternity period ends	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Staff Management	Sickness/sick notes/any other documents relating to return to work after sickness	7 years from date of leaving + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Strategy and Policy Development	Records documenting the development and establishment of the College's People Strategy: key records	Superseded + 10 years	College's legitimate interests
Strategy and Policy Development	Records documenting the development and establishment of the College's People Strategy: working papers	Issue of document + 1 years	College's legitimate interests
Surveys	Identifiable individual responses to workforce surveys and consultation	Completion of analysis of responses + 10 years	College's legitimate interests

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Surveys	Summary (anonymised) of results of workforce surveys and consultation	Completion of survey + 10 years	College's legitimate interests
Student Accommodation			
Activity	Document Type	Retention Period	Reason for retention
Student Accommodation	Accommodation (including Apprenticeships accommodation, Duty Student accommodation, ad hoc bookings, etc)	Successful applications 7 years from date of the application + 1 year 2 years for unsuccessful applications + 1 year	Performance of a contract, and College's legitimate interests including trend analysis
Student Counselling Services			
Activity	Document Type	Retention Period	Reason for retention
Student Counselling Services	Case notes, letters to doctors, etc	As per professional guidelines	Legal obligation
Student Behaviour (Support for Continuing Studies)			
Activity	Document Type	Retention Period	Reason for retention
Student Behaviour (Support for Continuing Studies)	Student Disciplinary leading to removal from College See also Safeguarding	Exclusions will remain on file for a period of 3 years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Student Behaviour (Support for Continuing Studies)	Student Behaviour leading to other sanctions See also Safeguarding	Stages 1- 3 - to be wiped by the end of the academic year to which it relates + 1 year Stage 4 - within 2 subsequent academic years + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Financial Support			
Activity	Document Type	Retention Period	Reason for retention
Student Financial Support	Bursary Information	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Financial Support	Master copies of the College's student financial support policies and procedures	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Records			
Activity	Document Type	Retention Period	Reason for retention
Admission and Enrolment	Enrolment forms and Learner Agreements	16- 19: Six years from date of enrolment + 1 year; six months from the date of the application for unsuccessful application Adults: as per ESF contract guidance	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Administration	Individual Student Records (European Social Fund)	Six years from the date of record creation + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Assessment and Examinations	Awarding Body Records	As per awarding body's retention period	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Assessment and Examinations	Awarding body certificates	Awarding body certificates are not retained. Originals are issued to students. Any returned will be returned to the relevant awarding body	n/a
Assessment and Examinations	Assessments for awarding bodies e.g. City and Guilds, BTec/EdEXCEL, IMI, RHS, SEG awards, VetSkill etc	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Assessment and Examinations	King's Trust	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests See also Privacy Notice Terms and conditions The King's Trust

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Assessment and Examinations	'Live' Portfolios (paper and electronic)* *these are the Portfolios that relate to current learning and certificates haven't been claimed. Live Portfolios also include video assessments for City and Guilds	2 years from end of course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Assistance Dogs	Request to bring an Assistance Dog on site and any supporting documentation	Six years from date of request + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Funding	All records above which relate to ESF programmes (match or directly ESF funded)	To be retained in line with contractual requirements (at least 10 years after final ESF claim is paid by the ESF Managing Authority) For the 2007-13 ESF Programme the retention period has now been reached and all relevant documentation can be destroyed. For the 2014-20 ESF Programme until at least 31 December 2034	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Funding	Learner Responsive (FE) Records	Six years from Financial Year End after last payment made + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests

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Student Records	ProMonitor	Completion of course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Tuition Fee Remission: Successful Applications	Records documenting the handling of applications for remission of tuition fees: successful applications	Determination of application + 6 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Tuition Fee Remission: Unsuccessful Applications	Records documenting the handling of applications for remission of tuition fees: unsuccessful applications	Determination of application + 6 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Withdrawal	Withdrawal forms	Six years from completion of course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Student Recruitment			
Activity	Document Type	Retention Period	Reason for retention
Admission and Enrolment	Admissions Panel	Six years from completion of course+ 1 year; six months from the date of the application for unsuccessful applications including any information around criminal convictions + 1 year (unless Safeguarding concerns)	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Application forms	2 months + 1 year for unsuccessful applicants; Six years + 1 year for successful ones	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Records documenting the development and establishment of the College's admissions criteria and policies and procedures	Superseded + 10 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	References for students	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Admission and Enrolment	Risk Assessment (criminal convictions/medical)	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Admission and Enrolment	Student Interview Files	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Services			
Activity	Document Type	Retention Period	Reason for retention
Policies	Master copies of policies and procedures relating to Student Services	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Administration and Support	Care Plan	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Student Administration and Support	Doctor's Surgery Questionnaire	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Administration and Support	Signed medical consent forms	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Administration and Support	Student Support – Duty Logs	1 year from date of log + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Administration and Support	Student Support - Other	Six years from date of enrolment + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Progression and Development	Careers advice	Six years from completion of course + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students

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Student Progression and Development	Student work experience (work placement booklets) NB handwritten booklets are scanned and saved, and the hard copies are destroyed confidentially. The employers database is updated regularly and employers the College no longer works with are removed	Six years from completion of work experience + 1 year	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests including safeguarding of students
Student Surveys	Summaries and analyses of responses	Completion of survey + 5 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Teaching, Learning and Assessment			
Activity	Document Type	Retention Period	Reason for retention
Policies	Master copies of policies and procedures relating to Teaching, Learning and Assessment	Superseded + 3 years	Legal obligation, performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Teams			
Activity	Document Type	Retention Period	Reason for retention
Use of Teams Channels	Content, Profile Data, Call History, Call Quality Data, Support/Feedback Data and Diagnostic and Service Data	Until the user stops using Microsoft Teams, or until the user deletes Personal Data. If a user (or an administrator on the user's behalf) deletes their data, Microsoft will ensure that all copies of the personal data are deleted within 30 days. For further details see Microsoft Teams Privacy - Microsoft Teams Microsoft Learn	Performance of a contract – to deliver the service

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Transport			
Activity	Document Type	Retention Period	Reason for retention
Transport management (Staff)	Details of driver's licences, insurance and MOT certificates to use College fleet vehicles/claim travel expenses	Duration of employment with the College + 1 year	Legitimate interests
Transport management (Staff)	Applications to drive College or farm vehicles/own car for work purposes	1 year from end of academic year + 1 year Six months from the date of the application for unsuccessful applications + 1 year	Performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Transport management (Staff)	Car park permit form	Six months from date of leaving + 1 year	Performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Transport management (Staff)	MIDAS Certificates, MIDAS requests and copy drivers' licences	Six months from date of leaving + 1 year	Performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests
Transport management (Students)	Details of students requiring transport (busses)	2 years + 1 year. Six months from the date of the application for unsuccessful applications + 1 year See also the ShuttleID Privacy Policy available at https://shuttleid.uk/	Performance of a contract, performance of a task in the public interest (provision of education) and College's legitimate interests

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Transport management (Students)	Student Car Parking form	3 years from the date of enrolment + 1 year	Safeguarding of students, performance of a task in the public interest (provision of education)
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UKVI

Activity	Document Type	Retention Period	Reason for retention
UKVI	Documents relating to sponsorship etc	The earlier of: • one year from the date of the sponsorship ending + 1 year, or • the date on which a compliance officer has examined and approved them, if this is less than one year after your sponsorship of the student ended.	Legal obligation

Visitors

Activity	Document Type	Retention Period	Reason for retention
Visitor Information	Personal Details – name, surname, etc	1 year from date of visit + 1 year	Safeguarding of students, performance of a task in the public interest (provision of education)

Voicemail

Activity	Document Type	Retention Period	Reason for retention
Voicemail Information	Personal Details – name, surname, contact number, etc	All voicemail recordings will be automatically deleted after 14 days unless they are saved	Consent, Legitimate interests

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Wildlife Park			
Activity	Document Type	Retention Period	Reason for retention
Sales – Tickets to the Wildlife Park	Transaction Data	5 years from date of transaction + 1 year	Performance of a contract

Back Ups

The College adopts the grandfather father son backup method. All College hosted systems are backed up nightly to multiple locations including offsite in accordance with the below schedule, following GFS principles:

Every 1 day for 30 days. Every 1 month on last day of the month for 12 months. Every 1 year on last day of the year starting in January for six years.

However, the same retention periods referred to above will apply.