



# Retention Policy

**Author: The Executive Team Member with Responsibility for Data Protection and GDPR**

**Review date: December 2019**

Last Update Status: Approved 23 May 2018

## 1 POLICY

- 1.1 Harlow College (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**").
- 1.2 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.
- 1.3 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.
- 1.4 This Policy applies to all College employees, consultants, contractors and temporary personnel hired to work on behalf of the College ("**College Personnel**").
- 1.5 All College Personnel with access to personal data must comply with this Retention Policy.
- 1.6 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.
- 1.7 College Personnel will receive 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.

## 2 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.

## 3 DATA RETENTION PERIODS

- 3.1 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.
- 3.2 Where years are stated below this refers to academic year not including the current year. For example in data with a retention period of 7 years from 2017/18 academic year would be destroyed after the 31st July 2025 (end of 2024/25).
- 3.3 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.

## 4 RETENTION PERIODS FOR DIFFERENT CATEGORIES OF DATA

### Staff

File Description	Retention Period
Recruitment and selection – job application form and all aspects of recruitment and selection	Last action on application + maximum of 1 Year
Speculative job applications and CVs	Last action on application + maximum of 1 Year
Statistical information on profile of job applicants	5 Years

<b>File Description</b>	<b>Retention Period</b>
Personal details	6 years following termination of employment
Overtime records	6 years following termination of employment
Bank account details	6 years following termination of employment
Evidence of right to work in the UK	6 years following termination of employment
DBS information, list 99 and prohibition orders	6 years following termination of employment
Car insurance details	6 years following termination of employment
Records of consent to abide by college policies	6 years following termination of employment
Requests for references	6 years following termination of employment
Attachment of earning deductions	6 years following termination of employment
Certificates, qualification correspondence	6 years following termination of employment
Register of interests	6 years following termination of employment
Training and CPD records including development requests	6 years following termination of employment
Performance appraisal forms and correspondence	6 years following termination of employment
Disciplinary outcomes	In line with Policy
Discipline case files	6 years following termination of employment/last action on file
Staff records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 Years
Grievance case files	6 years following termination of employment/last action on file
Restructure and redundancy processes	6 years following termination of employment/last action on file
Settlement agreements, COT3 and employment tribunal correspondence	6 years following termination of employment/last action on file
Performance management case files	6 years following termination of employment/last action on file
Lesson observation assessment data	6 years following termination of employment/last action on file
Job evaluation assessments and pay reviews	6 years following termination of employment/last action on file
Medical Insurance cover	6 years following termination of employment/last action on file
Trade Union correspondence	6 years following termination of employment/last action on file
Subject Access and Freedom of Information requests	2 years following last action unless longer retention requirements apply (i.e. H&S, Employment Law)
Staff Accessible Parking records	6 years following termination of employment/last action on file

### **Health and Safety**

<b>File Description</b>	<b>Retention Period</b>
Accident records	3 years
Staff Health and safety records (i.e. PEEPs/Maternity risk assessment)	6 years following termination of employment
Student Health and safety records (i.e. PEEPs/Maternity risk assessment)	At end of academic year in which the programme ends.

## Financial Management

File Description	Retention Period
Finance System record (Accounts Payable, Accounts Receivable & General Ledger)	7 years
Bursary (Discretionary support) applications	7 years
Harlow College Bank account	7 years
Supplier and customer correspondence	7 years

## Student Records

File Description	Retention Period
MIS student record	7 years
Skills action plan - NCS	7 years
Enrolment form	7 years
Application form	7 years
Interview sheet	7 years
Open accounts record	7 years
Bursary application	7 years
Copies of certificates	7 years
Pro-Monitor	7 years
Team tracking	7 years
One-File	7 years
Disciplinary record (with no Safeguarding elements)	7 years
Student Disciplinary records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 Years
EHCP / One Plan	7 years
Student Accessible & Motor Cycle Parking records	7 years
Learners' portfolios and course work	12 weeks after receipt of certification
Internal verification documentation, along with the assessment tracking and feedback	3 Years after certification
Projects	Stated in the individual contracts if greater than the retention period stated above.

## Child Protection

File Description	Retention Period
Safeguarding record (Risk factors recorded for students)	7 years after student has left college
Child Protection file if student completes at college and does not move to another provider	Retain until student's 26 <sup>th</sup> birthday or 7 years whichever is greater
Receipt of Child Protection file if student moves to another provider and record is sent on as required by law	Retain until student's 26 <sup>th</sup> birthday or 7 years whichever is greater
CSE records	Indefinitely
Child In Need and social care interventions	Retain until student's 26 <sup>th</sup> birthday or 7 years whichever is greater

## Property

File Description	Retention Period
CCTV	Maximum of 31 days unless part of an investigation

## Governance

File Description	Retention Period
Governors records including contact details, register of interest and payments, photos & videos	6 years after the year in which the person ceases to be a governor
Minutes of meetings of the Corporation and its Committees, containing names of attendees	100 years

## Administrative

File Description	Retention Period
Enquiries – emails	2 Years
Enquiries – mailing lists	1 Year
Complaints	2 Years
Refunds details (non-financial)	1 Year
Student Disciplinary records of an investigation that have a significant element of an allegation or report of abuse	Last action + 50 Years
Emails	2 Years

There may be instances that require data to be retained longer than the stated period above. These exceptions will only be applied if they are legislative, funding or contractual requirements. These will be considered in this schedule on its annual review.

## 5 CHANGES TO THIS POLICY

The College reserves the right to change this policy at any time.

## TRACKING and REFERENCE INFORMATION

**Date Approved: 23 May 2018**

**Next Review Date: December 2019 (or as required)**

**Author/Responsibility: Executive Team Member Principal with Responsibility for Data Protection and GDPR**

**Equality Impact Assessment: N/A**

### **List of related policies, procedures and other documents:**

Complaints Procedure  
Equality & Diversity Policy  
Equality and Diversity Scheme  
Data Protection Policy  
Safeguarding Policy

**Complaints:** If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.

**Monitoring:** The application of this policy and associated procedure will be monitored by Executive Team Member Principal with Responsibility for Data Protection and GDPR.

**Easy reading:** To receive this policy/procedure in a different format, please contact: HR Services