

Data Protection Records Policy

This document contains details about what information the college acquires through its regular business activities, who uses it and how long the college retains the information.

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Retention of Records containing Personal Data

This list is not exhaustive but provides guidance as to best practice. For further detailed advice on document retention see the JISC publication "Study of the Records Lifecycle".

TYPE OF RECORD	RETENTION PERIOD	REASON FOR PERIOD
Personnel files including training records and notes of disciplinary and grievance hearings.	6 years from the end of employment	Reference and potential litigation
Application forms / interview notes	1 year from the date of interviews	Potential litigation
Facts relating to redundancies where less than 20 redundancies	6 years from the date of redundancy	Potential litigation
Facts relating to redundancies where 20 or more redundancies	12 years from the date of the redundancies	Limitation Act 1980
Income Tax and NI Returns, including correspondence with tax office	4 years	Income Tax (Employment) Regulations Act 1993
Statutory Maternity Pay records and calculations	4 years	Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay records and calculations	4 years	Statutory Sick Pay (General) Regulations 1982
Wages and salary records	6 years	Taxes Management Act 1970
Accident books, and records of accidents	3 years after the latest entry	Social Security (Claims and Payments) Regulations 1979, RIDDOR 1985
Health Records	During employment	Management of Health and Safety at Work Regulations
Health Records where reason for termination of employment is connected	3 years from date of termination	Limitation period for personal injury claims

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with health, including stress related illness		
Medical records kept by reason of the Control of Hazardous to Health Regulations 1999	40 years	Control of Substances Hazardous to Health Regulations 1999
Ionising Radiation Records	At least 50 years after last entry	Ionising Radiations Regulations 1985
Student records, including academic achievements and conduct	7 years	Limitation period for negligence
Student records as above	10 years for personal and academic references	Permits institution to provide references for a reasonable length of time
Student records as above	Certain personal data may be held in perpetuity	While personal and academic references may become 'stale', some data e.g., transcripts of student's marks may be required throughout the student's future career. Upon the death of the data subject, data relating to him/her ceases to be personal data
Fundraising records <ul style="list-style-type: none"> ▪ Trusts ▪ Volunteers ▪ Stall holders ▪ Major donors ▪ SMEs ▪ Budget Sheets 	6 years	Volunteer personal data, references and DBS information. All other information to be stored until it is no longer valid

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Department Protocol: Therapy (Inc. Speech and Language, and Occupational) – Becky Clarke

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE	Ann. Audit RAG				
INITIAL ASSESSMENT OF LEARNER	Databridge	8 years	SLT Service Lead OT Manager	Legal Info. Governance standards					
PAST TREATMENT NOTES	Locked paper file Databridge	8 years	SLT Service Lead OT Manager	Legal Info. Governance standards					
CORRESPONDENCE ABOUT STUDENTS	Locked paper file Shared drive Event log - Databridge	8 years	SLT Service Lead OT Manager	Legal Info. Governance standards					
CURRENT TREATMENT RECORDS	Databridge	8 years	SLT Service Lead OT Manager	Legal Info. Governance standards					
VIDEOS AND PHOTOGRAPHS	Locked paper file Shared drive Event log – Databridge	8 years	SLT Service Lead OT Manager	Legal Info. Governance standards					
DIARIES	Locked filing cabinet	3 years	SLT Service Lead OT Manager	Legal Info. Governance standards					
STAFF MGT. RECORDS	Locked filing cabinet Electronic file – CCG	Variable	SLT Service Lead OT Manager	Legal Info. Governance standards					
TRAINING	All team complete information governance toolkit as part of the NHS training requirements	Annually	SaLT Only						

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Department Protocol: Learning and Teaching (Exc. LLL) – Jayne Price

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
LEARNER INITIAL ASSESSMENT REPORT	Word Documents & MIS System College Network	3 Years	SRAM	Local Authority					
LEARNER ENROLMENT FORMS	Paper Lockable Filing Cabinet	7 Years	SRAM	Funding Audit Requirements					
STUDY PROGRAMME FORMS	Paper & Spreadsheets Lockable Filing Cabinet College Network	7 Years	SPM	Funding Audit Requirements					
ENGLISH & MATHS CONDITON OF FUNDING FORMS	Paper & MIS System Lockable Filing Cabinet	7 Years	SPM	Funding Audit Requirements					
SURVEY FORMS	Paper & Spreadsheets Lockable Filing Cabinet (Admin Office) – College Network	3 Years	QIM	SAR Reports					
SAFEGUARDING REFERRALS & PEER AUDITS	Paper & Spreadsheets Lockable Filing Cabinet College Network	ON GOING	P	To Monitor Safeguarding and for Council Audits					
LEARNER PHOTOS	PDFs & MIS System College Network	Until Learner reaches 101.	QA Admin	Learners frequently return to attend other care services at College.					
RARPA FILES – LEARNER DETAILS	Paper Locked Room	3 Years	VP	Quality & Ofsted					

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LEARNER PERSONAL DETAILS, REGISTERS, CARERS CONTACTS, EHCP, LEARNER CARE PLAN AND MEDICATION, EVENT LOG, GOALS AND TARGETS	MIS System	10 years	All Staff, but varied levels of access.	Learners could return as Lifelong Learning clients					
LEARNER COMPUTER LOGINS	College Network	Until Learner leaves college.	ICT Staff	For access to Network.					
BEHAVIOURAL PLANS	Word Documents & MIS System College Network	3 Years	VP	Quality					
ABC FORMS	Paper & MIS System	3 Years	VP	Quality					
LEARNER CERTIFICATES	Paper Lockable Filing Cabinet	Handed to Student or Posted as soon as possible	Exam Admin	Until Learner is next in college.					
EXAM RECORDS	Paper Locked Room	3 Years	Exam Admin	For Audit, to prove passes.					

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STAFF PERSONAL DETAILS	HR System	Until they leave.	HR	Operational Needs.					
STAFF APPRAISALS	Word Documents College Network	3 Years	Line Managers	HR Records					
TUTOR & LSA PERFORMANCE REVIEWS	Paper & Spreadsheets Lockable Cupboard HR System	3 Years	VP	SAR					
MIS REPORTS	Paper & Spreadsheets Lockable Cupboard - College Network	3 Years	VP	Quality & SAR					
STAFF TIMESHEETS/PLANNED ABSENCES	MIS System	3 Years	L&T Admin	Finance Audits					
STAFF QUALIFICATION CERTIFICATES	PDFs College Network Paper Based – passed to Staff Development Manager	On Going	Exam Admin	Staff CPD and Development					
TEACHING OBSERVATIONS	Paper & Spreadsheets Lockable Filing Cabinet College Network	On Going	QIM	Staff Development Department					
STAFF RETURN TO WORKS/INTERVIEW DETAILS	Paper & HR System Lockable Filing Cabinet	Until Leave college.	QIM	Quality and staff development					

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Department Protocol: Learner Recruitment & Marketing – Gail Mason

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
PROSPECTUS REQUEST CONTACT DETAILS	Email	1 year	Student Recruitment & Marketing teams who have privileges	Learner journey					
PROSPECTIVE PARENTS & LEARNERS CONTACT DETAILS	DatabridgeMIS	3 years	Student Recruitment & Marketing teams who have privileges	Learner journey					
APPLICATIONS FOR FURTHER EDUCATION LEARNERS	DatabridgeMIS	Prior to commencing training	Assessment team	Potential students					
APPLICATIONS FOR CURRENT FURTHER EDUCATION LEARNERS	Archive cupboard DatabridgeMIS	7 years after they have completed	Assessment team						
ALL CURRENT & EX-LEARNERS' PERSONAL INFORMATION	DatabridgeMIS	6 years	All staff who have privileges						
VISUAL RECORDING CONSENT FORMS	Paper version with the learner's file, plus DatabridgeMIS	7 years after they have completed	Assessment team for paper version, All staff who have privileges for Databridge	Current students					
APPLICATIONS OF LEARNERS WHO HAVE WITHDRAWN OR	Archive cupboard	1 year after receiving	Assessment team	Any queries or new applications					

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FOUND NOT SUITABLE FOR A PROGRAMME									
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Department Protocol: Finance & Administration – Suzanne Kitchen

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
A) SUPPLIERS ACCOUNTS 1. CHEQUES/REMITTANCE ADVICE 2. CASH BOOK LISTING 3. INVOICE 4. PURCHASE REQUISITIONS 5. PURCHASE ORDERS 6. QUOTATIONS – CAPITAL EXP. 7. REVENUE EXPENDITURE 8. BILLS OF LADING, CONSIGNMENT NOTES ETC.	Locked filing cabinet Xero	6 years 6/10 years 3/6 years (Revenue) 10 years (Capital) 2 years 3 years Indefinite 2 years 3 years	Principal	Statute of Limitations Commercial/ Companies Act VAT/Companies Act/ Commercial Commercial/Audit VAT/Commercial Commercial/Audit Audit VAT					
B) ASSETS ACCOUNTING 1. LEDGER SHEETS 2. CONSOLIDATED ACCOUNTS – ANALYSIS OF FIXED ASSETS AND PROVISION FOR DEPRECIATION 3. DISPOSALS OF ASSETS 4. APPLICATION TO WRITE OFF PLANT BOOK VALUE	Locked filing cabinet Xero	10 years Indefinite	Principal	Commercial/Companies Act					
C) SALARIES/WAGES DOCUMENTATION (PLEASE ALSO REFER TO EMPLOYERS GUIDE TO PAYE	Locked filing cabinet Xero Pay Dashboard	6 years	Principal	Taxes Management Act					

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(BOOKLET NO. P7) – PRESERVATION OF PAY RECORDS PARAGRAPH 145) 1. INCOME TAX – EMPLOYEE LEAVING (P45)									
2. AUTHORITY TO REFUND TAX TO NEW EMPLOYEE 3. NOTICE TO EMPLOYER OF TAX CODE NUMBER 4. CERTIFICATE OF PAY AND TAX DEDUCTED (P60) 5. INCOME TAX NOTICE OF CODE CHANGE ETC. 6. ANNUAL RETURN OF TAXABLE PAY AND TAX PAID 7. SCHEDULE OF DEDUCTIONS 8. TIMESHEETS 9. PAY ADVICE 10. PAYROLL AND PAYROLL CONTROL		6 years 6 years 2 years 6 years 6 years 6 years 2 years 2 years 6 years	Principal	Taxes Management Act Commercial Audit Audit/Commercial Statute of Limitations/Taxes Management Act					
D) SALES DOCUMENTS 1. CUSTOMERS COMPLAINTS 2. CUSTOMER ORDERS 3. ENQUIRIES 4. ESTIMATES AND QUOTATIONS 5. SALES LEDGER 6. NOMINAL AND PRIVATE LEDGERS 7. JOURNAL LEDGERS 8. JOURNAL VOUCHERS 9. SALES INVOICES AND CREDIT NOTES	Locked filing cabinet Xero	3 years 6 or 12 years after expiry of contract 1 year 6 or 12 years after expiry of contract 6/10 years Indefinite	Principal	Companies Act/Commercial VAT/Companies Act VAT/Companies Act Statute of Limitations Statute of Limitations					

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10. CONSIGNMENT NOTES 11. CUSTOMERS PERSONAL FILES 12. SCHEDULE OF OUTSTANDING ACCOUNTS- CREDIT CONTROL 13. OVERDUE ACCOUNTS		10 years 3/6 years 3/6 years 3/6 years 6 years 6 years Until paid							
E) EMPLOYEE RECORDS 1. DEEDS AND RULES ETC. OF PENSION FUNDS 2. TRUSTEES MINUTE BOOKS 3. ACTUARIAL VALUATION REPORTS 4. GROUP HEALTH POLICIES 5. EXPENSE ACCOUNTS	Locked filing cabinet DatabridgeMIS / CascadeGo	Indefinite Indefinite Indefinite 12 years after final cessation of benefit 6 years	Principal	Companies Act/Commercial Statute of Limitations					
F) INSURANCE 1. POLICIES 2. CLAIMS CORRESPONDENCE 3. ACCIDENT REPORTS AND RELEVANT CORRESPONDENCE 4. INSURANCE SCHEDULE	Locked filing cabinet DatabridgeMIS / CascadeGo	3 years after lapse 3 years after settlement 3 years after settlement 10 years	Principal	Commercial					
G) CASH RECORDS 1. BANK PAYING IN COUNTERFOILS 2. CHEQUE/REMITTANCE ADVICES, CONTROL SHEETS 3. BANK STATEMENTS	Locked filing cabinet Xero	6 years 2 years 6 years 10 years 6/10 years 6 years	Principal	Statute of Limitations Audit/Commercial Statute of Limitations Companies Act/Commercial Statute of Limitations/ Commercial Statute of					

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<p>4. DAILY CASH BOOKS 5. SALES LEDGER RECEIPTS AND DETAILS OF SALES 6. PETTY CASH DISBURSEMENTS, CLAIMS FOR IMPRESTS ETC. 7. UNPRESENTED CHEQUE LISTS 8. BANK RECONCILIATION 9. PETTY CASH RECORDS 10. MAIN CASH BOOK 11. CASH RECEIVED SHEETS 12. CHEQUE PAYMENT SHEETS</p>		<p>6 year 2 years 3 years Indefinite 6 years 6 years</p>		<p>Limitations/ Commercial Audit/Commercial Audit/VAT</p>					
<p>H) LOANS 1. DEBTOR ANNUAL CONTROL REPORT 2. ARREARS SCHEDULE 3. INDIVIDUAL DEBTOR'S ACCOUNTS</p>	<p>Locked filing cabinet Xero</p>	<p>6 years after the end date of loan</p>	<p>Principal</p>	<p>Statute of Limitations Companies Act/Commercial</p>					
<p>I) CORPORATE DOCUMENTS 1. BALANCE SHEETS, PROFIT AND LOSS ACCOUNTS, MINUTES 2. COPIES OF POWERS OF ATTORNEY AND COURT ORDERS ETC 3. AGREEMENTS WITH TRADE UNIONS</p>	<p>Locked filing cabinet Xero</p>	<p>Indefinite Indefinite Indefinite</p>	<p>Principal</p>	<p>Companies Act/Commercial</p>					
<p>J) CONTRACTS/AGREEMENTS AND RELATED CORRESPONDENCE 1. CONTRACTS WITH CUSTOMERS 2. CONTRACTS WITH AGENTS, SUPPLIERS ETC.</p>	<p>Locked filing cabinet</p>	<p>Under seal – 12 years after expiry Others – 6</p>	<p>Accountant</p>	<p>Statute of Limitations</p>					

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3. LEASES, LAND CERTIFICATES, PLANNING PERMISSION, SEARCHES, ETC		years after expiry		Statute of Limitations Statute of Limitations/Commercial					
K) TRADE MARK RECORDS 1. AGREEMENTS, LICENCES AND REGISTERED USERS 2. INFRINGEMENTS	Locked filing cabinet	Indefinite	Accountant	Commercial					
L) STORES AND ACCOUNTS DOCUMENTS 1. GOODS RECEIVED SHEETS 2. INWARDS INVOICE REGISTER 3. GOODS INWARDS AND OUTWARDS RECORDS BOOKS 4. STORE CONTROL VOUCHERS 5. STORE REQUISITIONS 6. STOCK INVENTORIES AND STOCK SHEETS 7. BIN CARDS 8. PURCHASE COPY ORDERS	Xero Locked filing cabinet	2 years 3/6 years 3 years 2 years 2 years 6 years 2 years 3 years	Finance Dept	Audit Audit/Companies Act VAT Audit Audit/Commercial Audit/Commercial Audit Audit/VAT					

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Department Protocol: Employer Engagement – Lisa Rathbone

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
WRITTEN PLACEMENT FILES + LEARNER DISCLAIMER FOR INFORMATION TO PROSPECTIVE WORK PLACEMENT PROVIDERS	DatabridgeMIS Locked filing cabinet	6 years	EEO	Records for Work Placement, Monitor for Work Placement					
WORK PLACEMENT APPLICATION LETTERS	DatabridgeMIS Locked filing cabinet	Termly when learner leaves programme	EEO	Reference until Work Placement is set up Evidence of process.					
EMPLOYABILITY LEARNER RECORDS (CURRENT)	DatabridgeMIS Locked filing cabinet	5 years	EEO	Work preparation Audit Purposes and progression					
EMPLOYABILITY LEARNER RECORDS (OLD)	DatabridgeMIS Locked filing cabinet	5 Years	EEO	Work Preparation Audit Purposes and progression statistics					
RISK ASSESSMENTS COMPANIES	DatabridgeMIS Locked filing cabinet	1 year	EEO	Maintain accurate records of risk assessments of companies. Updates yearly or when new placement starts.					
RISK ASSESSMENT WORK EXPERIENCE LEARNER	DatabridgeMIS Locked filing cabinet	1 year	EEO	To ensure placements are suitable for learners					

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Department Protocol: Learner Services – Katie Koszegi

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
LEARNER IAG DOCUMENT FOR WORK EXPERIENCE.	DatabridgeMIS	3 Years	LSM	Maintain assessment details of learner along with risk assessment information to support placements and training					
LEARNER ACCOUNTS	Shared Drive – secure access	Until learner leaves training	LSM	Details of learners job search activities					
HELP DESK SUPPORT INFORMATION, AND SESSION ATTENDED DATA	Electronically maintained	3 years	LSM	To maintain accurate records of learners attendance and training received specific to learner service and work skills.					

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Department Protocol: Health & Safety – Peter Barnes

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
ACCIDENT FORMS RIDDOR	CascadeGo Locked Filing Cabinet	3 Years	H&S Chair	Lawful Requirement					
TRIPS AND VISITS FORMS	Electronic copy – shared drive	Minimum of 3 years	H&S Chair	Lawful Requirement					
DRIVING LICENCE DETAILS	Kept in folders and binders – locked cupboard	Updated every year	H&S Chair	Insurance requirement					
COMMITTEE MINUTES	Folder locked in filing cabinet / cupboard	3 years	H&S Chair	Evidence base					

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Department Protocol: Human Resources – Emily Lang

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
ALL PERSONAL DATA RELATING TO STAFF (ADDRESS TELEPHONE, QUALIFICATIONS, NEXT OF KIN ETC)	Filing cabinet Electronic – CascadeGo, e-mail	7 yrs after leaving	HR Officer HR Asst.	Necessary to process all aspects of Personnel function.					
MINUTES TO MEETINGS E.G., STAFF COUNCIL,	Hard Copy Electronic - Password protected	3 years	HR Officer HR Asst.	Necessary for record of meetings should the college ever be made accountable for actions taken from meetings.					
SALARY DETAILS	CascadeGo – password protected	Current year Throughout employment	HR Officer HR Asst.	Necessary to be accountable for any budgetary planning					
CONTACTS	CascadeGo	Whilst current	HR Officer HR Asst.	Necessary for constant communication with all concerned.					
SUCCESSFUL APPLICATION FORMS	Hard Copy – locked filing cabinet	Kept in P File until 7yrs after leaving Eternity	HR Officer HR Asst.	As per personnel data					
UNSUCCESSFUL APPLICATION FORMS	Hard copy – locked filing cabinet	6 months	HR Officer HR Asst.	To utilise if vacancy re-occurs to assist with recruitment costs					
DBS CHECK	CascadeGo – Password protected	Eternity	HR Officer HR Asst.	To ensure safety of all Children & vulnerable adults within the College.					

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CPD Records	CascadeGo	Until end of service	HR Officer HR Asst.	To monitor staff development					
Learner Agreements	CascadeGo	Until end of qualification and claw back period, whichever latest	HR Officer HR Asst.	To monitor staff development and investment					

Department Protocol: Safeguarding – Larry Brocklesby

DATA	STORED	PERIOD	LEAD	REASON FOR STORAGE					
SAFEGUARDING WEEKLY MINUTES	Locked cupboard	3 years	DSL/DDSL	Record of meetings and topics discussed					
SPEC COMMITTEE MINUTES	Locked Cupboard	3 years	DSL/DDSL/ Vice Principal	Record of meetings and topics discussed					
SAFEGUARDING MINUTE BOOK	Locked cabinet	Until end of placement	Safeguarding Core Team	A record of fortnightly meetings where we discuss and track concerns and live safeguarding cases					
SAFEGUARDING CONCERNS AND DATA	DatabridgeMIS Locked Cupboard	Until end of placement	DSL/DDSL	To be able to monitor any ongoing concerns					

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Department Protocol: Lifelong Learning – Jade Mason

DATA	Stored	Period	Lead	REASON FOR STORAGE					
Pending referral files	Locked filing cabinet	6 months	LLM	revisit					
Lifelong Learner P-file	Locked filing cabinet DatabridgeMIS	2 years	LLM	re-application					
Team meeting minutes	Locked filing cabinet	• Ongoing	LLM	Monitor departmental performance					