



Data Retention and Disposal Schedule

RETENTION AND DISPOSAL SCHEDULE

Record type/category	Retention period (UK law, regulation, guidance)	Organisation retention period	Retention justification (if not consistent with legislation/regulation/guidance)	Record medium	Secure disposal method	Owner	Department
STUDENT RECORDS							
Student Records including academic achievement and conduct	12 years	12 years from the course end date (course work - 3 years).	Limitation period for negligence.	Online	Data Removal	Director of IT and Systems	Technical Services
ESF Documentation	31 December 2030	31 December 2030	Until notified otherwise and to include original invoices, delivery evidence, management information returns and all other documents necessary to verify the services in relation to the contract	On-line	Data Removal	Director of IT and Systems	Technical Services
Prospective student application and enquiry records that do not enrol\attend College.	3 years	Up to 3 years at the end of the academic year in which the application was made	3 years is the average lifespan that potential student records can take to become an enrolled student. Data captured to support initial application and enquiry supports a smooth transition to enrolment.	Online	Data Removal	Associate Director of Marketing and Student Recruitment	Marketing
Safeguarding and Student Health Records	12 years	12 years from the course end date or up to the age of 28 for students with SEN\Safeguarding Record	From date of enrolment to the end of the 12 th academic cycle	Online and Paper	Data Removal and confidential shredded waste	Designated Safeguarding Lead	Student Support
EMPLOYEE RECORDS							
Personnel files, training records; notes of grievance and disciplinary hearings, Facts relating to redundancies, Income Tax and NI returns; correspondence with Tax Office, Statutory Maternity Pay records, Statutory Sick Pay records, Salary records	12 years	12 years from the end of employment	Provision of references and limitation period for litigation	Online	Data Removal	Director of HR	Human Resources
Pension Records	Indefinite	Indefinite	Provision of information to Local Government and TPA providers	Online	Data Removal	Director of HR	Human Resources
Staff applications forms and interview notes	1 year	6 months from the date of the interviews	Limitation period for litigation	Online	Data Removal	Director of HR	Human Resources

