

RETENTION OF RECORDS POLICY

Underlying Principles

The College's Privacy Statement states that the College will retain personal data securely and only in line with how long it is necessary to keep it for legitimate and lawful reasons. Typically, the legal recommendation for how long to keep ordinary employees and student personnel files is up to 7 years following departure from the College. However, records such as those demonstrating compliance with safer recruiting procedures, incident reports and safeguarding files will need to be kept much longer in accordance with specific legal and insurance requirements.

As a matter of principle, data protection will not take precedence over the safeguarding of children, and the prevention and processing of safeguarding claims. This means that the College will retain any records that it considers necessary to meet that principle.

Retention Periods

Type of Record/Document	Retention Period
<p><u>COLLEGE-SPECIFIC RECORDS</u></p> <ol style="list-style-type: none"> 1. Registration documents of College 2. Attendance Registers 3. Minutes of Governors' meetings 4. Annual curriculum 	<ol style="list-style-type: none"> 1. Permanent (or until closure of the College) 2. 6 years from last date of entry, then archive. 3. 12 years from date of meeting 4. From end of year: 3 years (or 1 year for other class records: e.g. marks / timetables / assignments)
<p><u>INDIVIDUAL STUDENT RECORDS</u></p> <ol style="list-style-type: none"> 1. Admissions: application forms, assessments, records of decisions 2. Examination results (external or internal) 3. Student file including: <ol style="list-style-type: none"> a) Student reports b) Student performance records c) Student medical records 4. Special educational needs records (<i>to be risk assessed individually</i>) 	<ol style="list-style-type: none"> 1. The later of 7 years from student leaving the College and 25 years from date of birth (or, if student not admitted, up to 2 years from that decision). 2. Lifetime of student. 3. Student file: <ol style="list-style-type: none"> a) The later of 7 years from the student leaving the College and 25 years from date of birth. b) The later of 7 years from the student leaving the College and 25 years from date of birth. c) Lifetime of the student as these could be relevant to safeguarding enquiries or future claims. 4. Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)

<p><u>SAFEGUARDING</u></p> <ol style="list-style-type: none"> 1. Policies and procedures 2. DBS disclosure certificates 3. Accident / Incident reporting 4. Child Protection files 	<ol style="list-style-type: none"> 1. Keep a permanent record of historic policies 2. No longer than 6 months from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept, if not the certificate itself. 3. Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Files to be reviewed from time to time by a suitably qualified person. 4. If a referral has been made / social care have been involved or child has been subject of a multi-agency plan retain all records indefinitely. If low level concerns, with no multi-agency act, 30 years from date of birth.
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Type of Record/Document	Retention Period
<u>CORPORATE RECORDS</u>	
1. Certificates of Incorporation	1. Permanent (or until dissolution of the company)
2. Minutes, Notes and Resolutions of Boards or Management Meetings	2. 12 years
3. Shareholder resolutions	3. 12 years
4. Register of Members/Shareholders	4. Permanent
5. Annual reports	5. 12 years
<u>ACCOUNTING RECORDS</u>	
1. Accounting records (records which enable a company's accurate financial position to be ascertained & which give a true and fair view of the company's financial state).	1. 6 years from the end of the financial year in which the transaction took place
2. Tax returns	2. 6 years
3. VAT returns	3. 6 years
4. Budget and internal financial reports	4. 5 years
<u>CONTRACTS AND AGREEMENTS</u>	
1. Signed or final/concluded agreements (plus any signed or final/concluded variations or amendments).	1. 7 years from completion of contractual obligations or term of agreement, whichever is the later
2. Deeds and contracts under seal.	2. 13 years from completion of contractual obligation or term of agreement
<u>INTELLECTUAL PROPERTY RECORDS</u>	

1. Formal documents of title (trade mark or registered design certificates; patent or utility model certificates)	1. Permanent in the case of any right which can be permanently extended, (e.g. trade marks); otherwise expiry of right plus 7 years.
2. Assignments of intellectual property to or from the college	2. As above in relation to contracts (7 years) or, where applicable, deeds (13 years).
3. IP / IT agreements (including software licences and ancillary agreements e.g. maintenance; storage; development; coexistence agreements; consents)	3. 7 years from completion of contractual obligation concerned or term of agreement
<u>EMPLOYEE / PERSONNEL RECORDS</u>	
1. Single Central Record of employees	1. Keep a permanent record of all mandatory checks that have been undertaken (but not DBS certificate itself: 6 months as above).
2. Contracts of employment	2. 7 years from effective date of end of contract
3. Employee appraisals or reviews	3. Duration of employment plus 7 years
4. Employee personnel file	4. Duration of employment plus 7 years. Data which may be relevant to historic safeguarding claims is retained for a longer period in accordance with specific legal and insurance requirements
5. Payroll, salary, maternity pay records	5. 6 years
6. Pension or other benefit schedule records	6. For Teacher Pension Scheme members: duration of employment until death of employee. For Group Life scheme members: duration of employment plus 6 years
7. Job application and interview/rejection records (unsuccessful applicants)	7. 6 months
8. Immigration records, including evidence of right to work	8. Duration of employment plus 7 years. Data which may be relevant to historic safeguarding claims is retained for a longer period in accordance with specific legal and insurance requirements
9. Health records relating to employees	9. 7 years from end of contract of employment
10. Records of disciplinary, grievance and capability processes, including summaries of expired warnings.	10. Retain appropriate documents for the duration of employment plus 7 years. Data which may be relevant to historic safeguarding claims is retained for a longer period in accordance with specific legal and insurance requirements.

<p><u>INSURANCE RECORDS</u></p> <ol style="list-style-type: none"> 1. Insurance policies (will vary – private, public, professional indemnity) 2. Correspondence related to claims / renewals / insurance notifications 	<ol style="list-style-type: none"> 1. Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim. 2. 7 years from completion of claim process and, where applicable, settlement.
<p><u>ENVIRONMENTAL, HEALTH & DATA</u></p> <ol style="list-style-type: none"> 1. Maintenance logs 2. Accidents to students 3. Accident at work records (staff) 4. Staff use of hazardous substances 5. Risk assessments (carried out in respect of any of the above) 	<ol style="list-style-type: none"> 1. 10 years from date of last entry 2. Later of 25 years from birth and 7 years from student leaving the College (for safeguarding, for as long as a claim might be brought) 3. 40 years from date of accident to comply with insurer's requirements. 4. 7 years from end of date of use 5. 7 years from completion of relevant project, incident, event or activity
<p>OTHER</p> <ol style="list-style-type: none"> 1. Data protection records documenting processing activities, data breaches 	<ol style="list-style-type: none"> 1. No limit, as long as up-to-date and relevant (providing no personal data included)