

## GUIDELINES FOR THE RETENTION OF PERSONAL DATA

### Purpose and scope of this document

This document is designed to provide recommendations on minimum retention periods for various classes of records.

These recommendations which have been formulated in the context of existing College policies and guidelines, national legislation and sector-wide best practice standards. (A comprehensive database of retention periods can be found at <http://bcs.jiscinfonet.ac.uk/fe/>)

Area of College	Record	Period of Retention	Formal Responsibility
<b>Curriculum Areas</b>	Customer Comments/ Survey data from short courses	12 months after course ends	<b>Assistant Principals</b>
	Group Profiles and related personal information	3 years after course ends	
	Records of student academic performance including module grades and overall qualification grades where applicable	6 years after course ends	
	A sample of assessed student coursework sufficient to meet awarding body /OFSTED requirements	12 months after course ends	
	A sample of Student Portfolios	12 months after course ends or final EV visit	
	Student references	3 years after course ends	
	Individual student tutorial records, including attendance and disciplinary records	3 years after course ends	
	Verification records – IV/EV reports	3 years after final certification	
<b>Finance and Resources</b>	Accident Register, records and reports of accidents	10 years or as required by RIDDOR	<b>Chief Finance Officer and Director of Resources</b>
	Accommodation records / utilization statistics / property strategy	7 years	
	Conditions Survey	10 years	
	Health & Safety Records	10 years	
	Insurance records	10 years	
	Medical records kept by reason of COSHH regulations	40 years	
	PAT testing records	10 years	
	Risk Assessment Audits	10 years	

Area of College	Record	Period of Retention	Formal Responsibility
<b>Finance and Resources</b>	Access Fund records (HE)	3 years after course ends	<b>Chief Finance Officer and Director of Resources</b>
	Bids, funding / grant applications and returns	As per the requirements of the funder	
	Commercial Contracts	7 years	
	Educational Maintenance Allowance records	3 years after course ends	
	Financial records(all records including invoices, receipts, copies of ledgers and accounts – electronic and hard copy)	7 years	
	Income tax and NI returns	6 years	
	Internal and External Audit reports	7 years	
	Payroll records	6 years	
	Pension records	Until staff member becomes pension beneficiary.	
	Service Contracts	7 years	
	Statutory Maternity Pay records	6 years	
	Statutory Sick Pay records	6 years	
Tenders – opening record and evaluation process and tender award contract.	7 years		
<b>Governance</b>	Minutes, papers and other records of Corporation meetings and its committees	For life of college	<b>Clerk to the Governors</b>
<b>Human Resources</b>	Application forms / interview notes – successful applicants	6 years from end of employment	<b>HR Director</b>
	Application forms / interview notes – unsuccessful applicants.	6 months from date decision notified to the individual	
	DBS log	6 years	
	Line Manager's staff files	Duration of individual's employment then forwarded to HR for disposal	
	Personnel files (including notes of formal hearings)	6 years from end of employment	
	Redundancy files	6 years from end of employment	
	Sickness/health records	3 years after end of financial year	

Area of College	Record	Period of Retention	Formal Responsibility
Human Resources	Staff development records	6 years from end of employment	HR Director
IT Services	Software licenses and hardware registers	5 years after expiry of license	Head of Technical Services
	Residual electronic data (including e-mails and any data held electronically which does not fall into any other category noted)	6 months	
Learning Support	Additional Support records (SPIRALS)	6 years after course ends	AP Quality and Learner Services
	Confidential student files	3 years after course ends	
	Learning Support records for individual students, including diagnostic results	3 years after course ends	
Marketing	Promotional data	2 years	Head of Marketing
	At least one copy of formal college promotional data to be held as a reference copy	6 years	
Principalship	Child protection documents / records	25 years after course ends	Vice Principal
	Complaints	5 years	
Quality	College performance Data	5 years	AP Quality and Learner Services
	Inspection reports	5 years	
	Lesson observation records	5 years	
	Self assessment reports	3 years	
	Student Survey Records	5 years	
Registry	Admissions records	3 years after course ends	Vice Principal
	Exam and Assessment records	6 years after course ends	
	Registers	6 years	
	Student MIS records (electronic and hard copy)	6 years after course ends	
	Timetables	1 year	

Area of College	Record	Period of Retention	Formal Responsibility
Student Services	Confidential student records	3 years after course ends	AP Quality and Learner Services
	Illness records of residential students	3 years after course ends	
	Residential contract	3 years after course ends	



# European Union

European Structural  
and Investment Funds