

Quality Management System

Policy Number

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Policy Title

Data Retention Policy

Document Author	Quality Assurance Manager/Data Protection Officer Vicky Nelson
Approved By	Director of Quality and HE Lee Phillips
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Alternative Format Statement

We are committed to ensuring all our materials are accessible to everyone. If you require this document in an alternative format please contact:

Quality Improvement Team

Email: Quality@bacoll.ac.uk

Phone: 01388 443069

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Data Retention Policy

1.0 Introduction

The General Data Protection Regulation (GDPR) requires that all entities of the Bishop Auckland College (BAC) Group do not keep personal data for longer than is necessary. This policy aims to set out the data retention periods that need to be adhered to by all users of personal data.

Once personal data is no longer required, it should be securely deleted/ destroyed in accordance with the retention period set.

2.0 Scope

- 2.1 This policy covers the whole of the BAC Group, including Bishop Auckland College, BAC Community Venues and South West Durham Training.
- 2.2 This policy applies to all users of personal information – including but is not limited to, employees, consultants, contractors, volunteers and temporary personnel hired to work on behalf of BAC Group, who obtains, uses, accesses or stores personal data, regardless of their role, grade or type of contract. It also applies to students who process personal data on behalf of BAC Group or as a requirement of their studies.
- 2.3 This policy explains how BAC Group complies with its legal obligation not to keep personal data for longer than it is needed and sets out when different types of personal data will be deleted. In particular, it sets out details of BAC Group's policies for the retention of Special Category personal data.

3.0 Policy

- 3.1 The BAC Group must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the GDPR 2016/679, and related legislation (together, “Data Protection Laws”).
- 3.2 The Retention Policy should be read in conjunction with BAC Groups Data Protection Policy ([ref POL-DP-01](#)), which sets out BAC Group’s overall approach to data protection matters and sets out the rationale for why a Retention Policy is required for personal data.
- 3.3 BAC Group is under a legal obligation to only keep personal data for as long as it is needed. Once BAC Group no longer needs personal data it must securely delete it. BAC Group recognises that the correct and lawful treatment of data will maintain confidence in BAC Group and will provide for a successful working environment.
- 3.4 All users of personal information must comply with this policy at all times. If you have any queries regarding this policy, please consult your manager and/or the Data Protection Officer. You are advised that any breach of this policy will be treated seriously and may result in disciplinary action being taken against you.

4.0 Data Retention Periods

- 4.1 BAC Group has assessed the types of personal data that it holds and the purpose it is used for, this is detailed in departmental Data Asset Registers. The table in **Appendix 1** sets out the retention periods that is required for the different departments within BAC Group, and the different types of data that they each hold.

- 4.2 If a user of personal data 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.

5.0 Changes to this Policy

BAC Group reserves the right to change this policy at any time.

Contact Information

For questions or feedback regarding this policy, please contact:

Vicky Nelson

Data Protection Officer

Email: Quality@bacoll.ac.uk

Phone: 01388 443069

Summary of significant changes

For information about changes made to this Policy see the [Change log](#) found on our website.

Appendix 1 – Data Retention Schedule

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
Curriculum	Course file information – Inc. Class lists, Induction records, course programme assessment schedule, tracking documentation, copy of student results, Early leavers, final destination/ progression of remaining students.	Current academic year+5	Destroy
	IV/EE documentation as required by Awarding Organisation	Current academic year + 3 years	
	Assessed student work	<p>After certification +12 weeks (Pearson BTEC only).</p> <p>For all other awarding organisations and in order to maintain Direct Claim Status (DCS). Following learner certification, student assessed work and associated IV/IQA/Moderation records which are not part of the current years EQA sample MUST be retained and stored safely and securely for potential inspection and scrutiny at the next EQA/EE/SV visit.</p>	Destroy

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
Curriculum	Learner evidence and assessment records	Current academic year +3	Destroy
HE	HE Board Reports and minutes of meetings	Life of course + 10	
	Statutory External returns i.e. OFS statistic and the data used to compile these	Current academic year + 6	Destroy
	Diploma supplement and transcript information OU validated awards	Current academic year + 120	Destroy
Inclusion	EHCP/ SEN and LAC Reviews	Current academic year + 2	
Finance	Payroll Records	Current Tax Year + 5	Destroy
	Salary Details	Current Tax Year + 5	Destroy
	P45	Current Tax Year + 5	Destroy
	P60 Lists	Current Tax Year + 2	Destroy
	Pension Documents	Termination of employment +75	Destroy
	Annual Accounts	Previous Academic Year + 6 + Archive	Destroy
	Monthly Financial Statements	Current Academic Year + 6	Destroy
	Internal Audit Reports	Current Financial Year + 6	Destroy
	External Audit Reports	Previous Academic Year + 6	Destroy
	Tax Documentation	Current Financial Year + 5	Destroy
	VAT Administration	Current Tax Year + 5	Destroy
	Bursary Files	Current Academic Year + 6	Destroy
	Records of Student Fees	Current Academic Year + 6	Destroy
	Student funding arrangements	Current Academic Year + 6	Destroy
Travel/Staff Expenses, etc.	Current Financial Year + 6	Destroy	

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
Finance	Register of Expenses	Current Academic Year + Archive	Permanent
	BACS Prints	Current Financial Year + 3	Destroy
	Legal Costs	Current Financial Year + 6	Destroy
	Invoices	Current Academic Year + 6	Destroy
	Orders	Current Academic Year + 6	Destroy
	Purchase Records	Current Tax Year + 6	Destroy
	Insurance Policies	40 Years	Destroy
	Employers liability claims	Permanent	Held in filing cabinet & archived
Human Resources	Current Staff Details	Retain and check currency	Retain
	Former Staff Details	Date of Termination + 10	Destroy
	Staff Career Development Reviews (appraisal)	Retain for current staff. Former Staff Termination +10	Retain/Destroy
	Attendance Records	Date of Termination + 10	Destroy
	Occupational Health Reports	Date of Termination + 10	Destroy
	Exit Interview Forms	Date of Termination + 10	Destroy
	Employment Tribunal Records	Date of Termination + 10	Destroy
	Parental Leave Requests	Year of Birth + 8 (18 if DLA)	Destroy
	Personal and Domestic Leave Requests	Date of Termination + 10	Destroy
	Declaration of Outside Employment	Date of Termination + 10	Destroy
	Holiday/Leave Registers	Date of Termination + 2	Destroy
	References	Date of Termination + 10	Destroy
	Disclosure Certificates	Record Receipt Only	Destroy
	Disciplinary Records	Date of Termination + 10	Destroy
Grievance Records	Date of Termination + 10	Destroy	

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
Human Resources	Capability Records	Date of Termination + 10	Destroy
	Agency Worker CV	Active +1	Destroy
	Data held on HR system	Date of Termination + 10	Destroy
	Maternity Leave Requests	Date of Termination + 10	Destroy
	Personnel Files	Date of Termination + 10	Destroy
	Training Records	Date of Termination + 10	Destroy
	Redundancy Details	Active + 6	Destroy
	Trade Union Agreements	Active + 10	Destroy
	Recruitment documents	Completion of appointment + 4 months if unsuccessful Termination of employment + 10 years if successful	Destroy
	Successful post applications	Transfer to staff file	Transfer to staff file
	Unsuccessful post applications	4 months	Destroy
	Interview notes	Completion of appointment + 4 months if unsuccessful Termination of employment + 10 years if successful	Destroy
Health and Safety	Health and Safety Reports	Current Academic Year + 5	Destroy
	Health and Safety Records	40 (COSHH)	Destroy
	Legal Documentation	Permanent	Archive
	Risk Assessment Reports	Review of Assessment + 5	Destroy
	Health and Safety correspondence	Current academic year + 5	Destroy
	Safety Training Records	Current academic year + 6	Destroy
	Fire risk certificates	Permanent	Archive
	Fire Risk Assessment and Fire Plans	Active	Archive

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
	PPE Maintenance and Examination	Current financial year + 5	Destroy
	LEV Monitoring	Date of monitoring + 5	Destroy
	Lifting Operations – Examinations	Active	Active
	Fire Occurrence Records	Current Academic Year + 5	Destroy
	First Aid incident report forms	3 years after the incident. Or 3 years after the child reaches 18.	Destroy
Estates	Building Plans	Permanent	Permanent
	Resources Management	Current Financial Year + 2	Destroy
	Legal Documentation	Permanent	Permanent
	Waste Transfer Notes	Removal of waste + 3 years	Destroy
	Waste Consignment Notes	Removal of waste + 3 years	Destroy
	Security Information	Current Academic Year + 5	Destroy
	Leased Property Files	End of lease + 5	Destroy
	Property Files	Current Financial Year + 5	Destroy
	Job Files	End of lease + 5	Destroy
	Leases	End of lease + 5	Destroy
	CCTV recordings	Creation + 1 month	Destroy unless legally required
Record Management	Data Asset Register	Active	Active
Student Services	Student Pastoral Care inc. e-Trackr records, Disciplinary, safeguarding, counselling etc	Current Academic Year + 6	Destroy
	Visitor Signing-in records	Current Academic Year + 5	Destroy
	Criminal Conviction disclosures/reviews	Current Academic Year + 6	Destroy
Admissions	Application Forms	Current Academic Year + 2	Destroy
	Application Checklists	Current Academic Year + 2	Destroy

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
Marketing	Promotional Material	Current Academic Year + Permanent Archive	Archive
	Public Relations	Current Academic Year + Archive	Archive
	School Liaison	Current Academic Year + Archive	Archive
	Press Cuttings	Current Academic Year + Archive	Archive
	Prospectuses	Current Academic Year + Archive	Archive
Registry	Student Registry Files (paper)	Current Academic Year + 6	Destroy
	Registers (paper)	Current Academic Year + 6	Destroy
	Prosolution Student Records	Current Academic Year + 9	Destroy
	Evidence of the arrangements for conducting examinations	Current Academic year + 2	Destroy
	Exam Results	Completion of programme + 10	Destroy
	Student Core Records	80 years	Destroy
Employment Services	Apprentice recruitment and delivery information	6 years after end date	Destroy
	Employer Engagement inc. vetting checks and paperwork	Current + 3 Years	Destroy
	Project documents relating to ESF funded courses	10 years after the final claim is paid by ESF Managing Authority	Prior to destruction of any documents, seek confirmation from the Managing Authority.

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
	Detailed records and documentation where projects are operating under a State Aid scheme *	10 years after the last aid is granted under the scheme	Prior to destruction of any documents, seek confirmation from the Managing Authority.
IT Services	Functional Specifications	Active + 2	Destroy
	Current Technical Specifications	Active + 1	Destroy
	Operating Logs	Active + 1	Destroy
	Security Incident Reports	Current Academic Year + 5	Destroy
	Emails	Active + 1	Destroy
	Personal Network Storage/ One Drives	Active +1	Destroy
	Photocopying Logs	Deleted after 1 year	Destroy
Quality	Internal Quality Audit Documents	Current Academic year + 5	Destroy
	Complaints	Current Academic year + 6	Destroy
	External Examiner/EV/EQA process	Current Academic Year + 5	Destroy
	Student Surveys	Current Academic Year + 5	Destroy
	Employer Surveys	Current Academic Year + 5	Destroy
	Parent / Carer 16-18 Surveys	Current Academic Year + 5	Destroy
	Freedom of Information Requests	Current Academic Year + 2	Destroy
	Data Subject Access Requests	Current Academic Year + 6	Destroy
	Suggestions	Current Academic Year + 2	Destroy
	Self-Assessment Reports	Current Academic Year + 6	Destroy
	Records documenting observations of teaching and learning	Current Academic Year + 5	Destroy
	Sub-contractor Quality Reviews	Current Academic Year + 6	Destroy
	Risk Management	Current Academic Year + 6	Destroy

Section	Records Held (type of data)	Retention Timescales (years)	Action following retention
Corporate Board	Governor Appointments	Termination of appointment + 6	Destroy
	Unsuccessful Governor Appointment	From date of receipt + 6 months	Destroy
	Annual Governor Audit/ Skills Audit	Termination of appointment + 6	Destroy
	Meetings of the Corporation	Lifetime of Institution	Destroy
	Audit reports (Internal and External)	Completion of audit +6 years	Destroy
Executive	Minutes from Meetings / Committees	Current Academic Year + 6	Destroy
	Staff Disciplinary conducted by Principal & Directors	Closure of case + 6 years	Destroy
	Student Awards	Completion of event + 6	Destroy
	Business Performance Reviews	Current Academic Year + 5	Destroy