

Data Retention Policy

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1 POLICY

- 1.1 Newcastle & Stafford Colleges Group (the "**College**") must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, and related legislation (together, "**Data Protection Laws**").
- 1.2 This Retention Policy should be read in conjunction with the College's Data Protection Policy, which sets out the College's overall approach to data protection matters and sets out the rationale for why a Retention Policy is required for personal data.
- 1.3 The College is under a legal obligation only to keep personal data for as long as the College needs it. Once the College no longer needs personal data, the College must securely delete it. The College recognises that the correct and lawful treatment of data will maintain confidence in the College and will provide for a successful working environment.
- 1.4 This Policy applies to all College employees, consultants, contractors and temporary personnel hired to work on behalf of the College ("**College Personnel**").
- 1.5 All College Personnel with access to personal data must comply with this Retention Policy.
- 1.6 Please read this Retention Policy carefully. All College Personnel must comply with it at all times. If you have any queries regarding this Retention Policy, please consult your manager and/ or the Data Protection Officer. You are advised that any breach of this Retention Policy will be treated seriously and may result in disciplinary action being taken against you.
- 1.7 College Personnel will receive a copy of this Policy when they start and may receive periodic revisions of this Policy. This Policy does not form part of any College Personnel's contract of employment and the College reserves the right to change this Policy at any time. All College Personnel are obliged to comply with this Policy at all times.

2 ABOUT THIS POLICY

This Retention Policy explains how the College complies with our legal obligation not to keep personal data for longer than we need it and sets out when different types of personal data

will be deleted. In particular, it sets out details of the College’s policies for the retention of Special Category personal data.

3 DATA RETENTION PERIODS

3.1 The College has assessed the types of personal data that the College holds and the purposes the College use it for. The table below sets out the retention periods that the College has set for the different departments within the College, and the different types of data that they each hold (particular pieces of personal data may be held for shorter/longer periods and this information can be obtained from the Data Protection Officer).

3.2 If any member of College Personnel 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.

4 RETENTION PERIODS FOR DIFFERENT CATEGORIES OF DATA

Type of data	When will the College delete it?	When will the College delete it?
CCTV Security	28 days	Manual purge/file maintenance
Commercial enterprise	Current Client	Manual purge/file maintenance
Complaints and compliments	Current year plus 6	Manual purge/file maintenance
Data Protection/FOI	Current year plus 6	Manual purge/file maintenance
DBS	12 Months	Auto 12 month purge
Email Correspondence	Current year plus 1	Manual purge/file maintenance
Financial transactions	Current year plus 6	Manual purge/file maintenance
Governor Details	Current year plus 6	Manual purge/file maintenance
Health & Safety	Current year plus 40	Manual purge/file maintenance
Insurance Claims	Current year plus 40	Manual purge/file maintenance
Library records	Current year	Manual purge/file maintenance
Occupational Health	Current year plus 40	Manual purge/file maintenance
Payroll	Current year plus 6	Manual purge/file maintenance
Pension records	Current year plus 75	Manual purge/file maintenance
Personnel file	Current year plus 6	Manual purge/file maintenance

Professional Development	Current year plus 2	Manual purge/file maintenance
Reception	Current year	Manual purge/file maintenance
Recruitment - successful	Current year plus 6	Manual purge/file maintenance
Recruitment - unsuccessful	12 Months	Auto 12 month purge
Student Applications	Current year plus 2	Manual purge/file maintenance
Student Enrolment Details	Current year plus 6 (ESF 2030)	Manual purge/file maintenance
Student Safeguarding Records	Current year plus 6	Manual purge/file maintenance
Student tracking	Current year plus 1	Manual purge/file maintenance
Vehicle journey details	Current year plus 1	Manual purge/file maintenance
Website marketing	Current year plus 1	Manual purge/file maintenance

5 CHANGES TO THIS POLICY

The College reserves the right to change this policy at any time.