

**Title: Data Protection Policy Appendix 1 Retention Periods Table**

Area	Records	Retention Period
Awarding Organisation & Registrations	Centre Approval, Qualification Standards, Assessment and IQA Records, Copy Certificates, EQA Reports and Correspondence, Registration / Assessment Body Assessment & Surveillance Reports	3-5 years
Financial	Archived Records, Current Records : Sales & Purchasing Invoices, Copy Purchase Orders, Remittances, Apprentice Salary Documents: BACS Transfers, Copy P60's & Copy Payslips, Staff Salary Documents: BACS Transfers, Copy Payslips & Copy P60's, Payroll & Tax Information. Petty Cash Documents Statutory Accounts	7 years 6 years + current year Indefinitely
Government Body (Learner Records)	ESFA Contracts, Redcar & Cleveland College, South Tyneside College, and Derwentside College Franchise Agreements, Payment Remittances, ESFA Claim PMR, Apprentice Dossiers  ESFA Match Funded Documents ie Apprentice Dossiers and Payment Remittances Declaration of Health  Learner applicants  ESF Match Funded Documents	10 years  6 years  14 months  2030
Human Resources	Annual Leave Records  Recruitment documentation (successful candidates)  Application Forms and Interview Summary Sheets for Unsuccessful Candidates  Biographical data  Employment details	For duration of employment and 6 years after employment ends.  For duration of employment and 6 years after employment ends.  12 months (unless for any other legal reason)  For duration of employment and 6 years after employment ends.  For duration of employment and 6 years after employment ends.

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	Payroll details /NI/Bank details	Payroll/tax/NI: Six years from the end of the financial year in which payments are made Bank details: During employment and up to 6 months after employment ends
	Working hours and arrangements	During employment and up to 6 months after employment ends
	Pay and benefits including pensions	During employment and for the cycle of the scheme
	Performance and career progression	During employment and up to 6 months after employment ends
	Qualifications	During employment and up to 6 months after employment ends
	Disciplinary/conduct and grievance matters	During employment in accordance with our disciplinary and grievance policies, and up to 6 months after employment ends
	Health and Safety	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice, in particular any legal requirement to

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	Change to terms and conditions	retain particular records During employment and up to 6 years after employment ends
	Personal data produced by you during employment	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice
	Absence information	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice
	Family leave	During employment and up to 6 months after employment ends
	Equal opportunity information	During employment and up to 6 months after employment ends
	Criminal convictions information	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice
	Medical information	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice
	PDRs	During employment and up to 6 months after

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	References	employment ends
	Staff / Visitors Signing in Sheets	During employment and up to 6 months after employment ends
Management System	Procedures & Documents, ISO Standards, BMS Registers, Schedules & Review Minutes, SAR, QIP	5 years
<b>Area</b>	<b>Records</b>	<b>Retention Period</b>
Marketing and PR	Enquiries, Marketing Campaigns, Customer Quotes, Customer Account Histories, Course Evaluations, Sales Target Figures	5 years
Insurance Certificates	Directors & Officers / Pension Fund Trustee/Professional Indemnity Policies Employers Liability Insurance Certificates (from date of incorporation) Material Damage / Business Interruption Insurance Policies Motor Insurance Certificates Public / Products Liability Insurance Certificates	1 year from expiry 40 years 6 years 5 years 15 years
Health & Safety	<ul style="list-style-type: none"> <li>▪ H&amp;S Records : Accident Records, RIDDOR, Near Miss, Permits to Work, Risk Assessment &amp; Safe Working Procedures</li> <li>▪ Statutory Inspection Records : Pressure Vessels, Lifting Equipment, Fixed Wiring, Portable Appliance Testing, Vermin Control, Waste Disposal, Heating and Ventilation / Air Conditioning</li> <li>▪ H&amp;S Duties Training Records : Fire Wardens, First Aiders, Fork Lift Truck Drivers, Hazardous Work Permit Issuers &amp; Receivers, Abrasive Wheels</li> <li>▪ Safety Suggestions : Safety Bulletins</li> <li>▪ Dosimetry Results (British Energy)</li> <li>▪ Safety Eyewear Issue</li> </ul>	Indefinitely
Customer Relations	Customer / Client Communications: Letters, Joining Instructions, History Sheets, Course Evaluations, Certificates and Customer Files	5 years

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Monitoring and Measurement Devices	Calibration Records	5 years
Environmental	Aspects Records	5 years
	Compliance Obligations Records	3 years
	Evaluation of Compliance Records	5 years
	Waste Records	3 years
	Trade Effluent (Consent to Discharge) Records	Indefinitely
	Emmissions Records	Indefinitely
CCTV records	Images	28 days