

# Data Retention and Disposal Schedule

## RETENTION AND DISPOSAL SCHEDULE

Record type/category	Retention period (UK law, regulation, guidance)	Organisation retention period	Retention justification (if not consistent with legislation/regulation/guidance)	Record medium	Secure disposal method (incl proof)	Owner	Department
<b>STUDENT RECORDS</b>							
Student Records including academic achievement and conduct	6 years	6 years from the last day of the course (course work - 3 years).	Limitation period for negligence.	Online	Data Removal	Head of MIS	MIS
Prospective student application records that do not enrol\attend College.	1 years	Up to 1 year at the end of the academic year in which the application was made	Duration of the academic year in which the application was made	Online	Data Removal and confidential shredded waste	Head of Marketing and Admissions	Marketing
Safeguarding and Student Health Records	6 years	6 years or up to the age of 25 for students with SEN	From date of enrolment to the end of the 6 <sup>th</sup> academic cycle	Online and Paper	Data Removal and confidential shredded waste	Director of Student Experience	CLG - Student Support
<b>EMPLOYEE RECORDS</b>							
Personnel files, training records; notes of grievance and disciplinary hearings, Facts relating to redundancies, Income Tax and NI returns; correspondence with Tax Office, Statutory Maternity Pay records, Statutory Sick Pay records, Salary records	6 years	6 years from the end of employment	Provision of references and limitation period for litigation	Online and Paper	Data Removal and Confidential shredded waste	Director of HR	Human Resources
Staff applications forms and interview notes	1 year	6 months from the data of the interviews	Limitation period for litigation	Online	Data Removal	Director of HR	Human Resources

**Contact us**

West Herts College: 01923 812000

Barnfield College: 01582 569569

