

Data Retention Schedule



This document should be read in conjunction with policies, privacy notices and other information at www.exe-coll.ac.uk/dataprotection.

Retention of personal data

Subject to the provisions of the **Exception Schedule**, Exeter College will retain personal data, including special categories data, for a period of 7 years following the ending of its formal relationship with the data subject. Within 1 year of the 7th anniversary, personal data will be anonymised, deleted or securely destroyed.

The **Data Retention Exception Schedule** lists all permissible exceptions to the 7-year standard. Exceptions may be determined by legal, contractual, business or subject rights requirements. The Schedule will be reviewed annually by the Data Protection Officer and amendments proposed and authorised by the Systems Development Group. It will form part of the privacy information provided to data subjects and will be made available on the Data Protection and Privacy section of the college website.

Exception schedule

Data Class	Retention period	Justification of exception
DBS Check evidence	Until data subjects have received their DBS certificates	Subjects' rights
Learner / student application data belonging to individuals who have enrolled	Until 31 October following enrolment in September	Subjects' rights
Learner enrolment forms (pink copies) where these have not been given to students	Until 31 October following enrolment in September	Subjects' rights
Visitors' signing-in data using the sign-in app at reception	3 months	Subjects' rights
Events 500	Personal data will be deleted after each event	Subjects' rights
Employment application data belonging to candidates not appointed	6 months	Subjects' rights

Learner / student application data belonging to individuals who did not enrol	6 months	Subjects' rights
Recordings of virtual / remote pre-enrolment interviews	6 months	Public Interest (safeguarding and quality assurance)
Student progression interviews by video capture	Until 31 October following the actual course end date or the last attendance date	Public Interest (safeguarding and quality assurance)

Emails (not filed for keeping)	12 months	Best practice in IG
Photos + quotes used for marketing purposes on social media plus associated consent forms	until the end of the current academic year	Subjects' rights
Photo and case study material and associated consent forms	5 years	Public Interest (safeguarding and quality assurance)
Internal minutes of meetings	<ul style="list-style-type: none"> • Faculty/Department (2 years) • SLT (8 years) • CLT (8 years) 	Public Interest (safeguarding and quality assurance)
Policies and Procedures	until superseded or updated	Public Interest (safeguarding and quality assurance)
Esports Academy Application Form	3 years	Subjects' rights
Coursework and assessment data relating to publicly accredited qualifications	3-10 years according to awarding-organisation requirements	Contractual requirements of Awarding Organisations
Giving and withdrawing consent to have a photographic image (moving and still) taken or used for marketing purposes	5 years from enrolment	Subjects' rights
Information relating to redundancies involving 20 or more employees	12 years from the effective date of redundancy	Limitation Act 1980

Accident reports relating to children attending Exeter College Nurseries	until the child is 21 years and 3 months	
Safeguarding records and causes for concern relating to children attending Exeter College Nurseries	until the child is 25 years old.	
Data belonging to learners / students who benefit from provision funded by the Education and Skills Funding Agency	Until 31 December 2030 for enrolments between 2014 and 2020	ESFA contractual requirements

Medical / health-related information relating to Noise at Work	40 years	Per the Control of Noise at Work Regulations 2005 (the Noise Regulations)
Medical / health-related information relating to the Control of Substances Hazardous to Health	40 years	Per the Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
Medical / health-related information relating to exposure to ionising radiation	50 years	Per the Ionising Radiation Regulations 2017 (IRR17)
Employment dates (when employee data are terminated, the name and employment dates will be recorded)	50 years	Public Interest (safeguarding)
Pension and Retirement related information	50 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995