

# Data Retention Schedule

(February 2024)



This document should be read in conjunction with policies, privacy notices and other information at [www.exe-coll.ac.uk/dataprotection](http://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
School Cloud	Information will be kept only for as long as it is needed	Subjects' rights
Bursary Bank Details (Students)	Information will be kept only for as long as it is needed on the form that is provided to the Bursary Team and until uploaded to Agresso.	Subjects' rights
Supported Internships for entry to the RDU (RD&E)	Collated paperwork is kept until application has been sent	Subjects' rights
Personal Education Plan forms	Collected information kept until uploaded to Local Authority Data Base	Subjects' rights
PEEP Forms	Information will be kept only for as long as it is needed	Subjects' rights
DBS Check evidence	Until data subjects have received their DBS certificates	Subjects' rights

BACs Refunds and Faster Payments	Bank details are kept until refunds/payments have been processed	Subjects' rights
16–18-year-old learner / student application data belonging to candidates who have enrolled (Student Files)	Until 31 October following enrolment in September	Subjects' rights
16–18-year-old learner enrolment forms (pink copies) where these have not been given to students	Until 31 October following enrolment in September	Subjects' rights
Apprentice learner application data belonging to candidates who have enrolled	Kept until the end of the academic year	Subjects' rights
Adult learner application data belonging to candidates who have enrolled	Kept until the end of the academic year	Subjects' rights
Work Placement Delivery Information (T Level Health Specialism and Placement Info & Childcare Placements)	Kept until the placement starts	Business requirements
BodyCam video evidence and CCTV camera images	Kept until situation resolved and footage no longer needed (CCTV images are deleted after 30 days but where images are kept for further use, they will be deleted after 90 days.	Subjects' rights
Exeter College Experience Day Booking Form	Kept until the end of the academic year	Subjects' rights
Events 500	Personal data will be deleted after each event	Subjects' rights
Policies and Procedures	until superseded or updated	Public Interest (safeguarding and quality assurance)
Emergency Travel Fund	On return of loan	Business requirements

Sports Academy Team Fixtures	1 day	Business requirements
Cheque Payments	14 days – 1 month	Subjects' rights and Business requirements
Visitors' signing-in data using the sign-in app at reception	3 months	Subjects' rights
Learner evidence for QTAGs and UTAGs	6 months beyond certification	Ofqual requirements
Employment application data belonging to candidates not Appointed	6 months	Subjects' rights
Learner / student application data belonging to candidates who did not enrol	6 months	Subjects' rights
Recordings of virtual / remote pre-enrolment interviews	6 months	Public Interest (safeguarding and quality assurance)
DBS Certificates for HR Recruitment Purposes	6 months	Business requirements
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)
Staff Emails (not filed for keeping)	12 months	Business requirements
Student email accounts	12 months after the end of the course  <i>1<sup>st</sup> October following a student leaving Exeter College after completion of programme</i>	Business requirements
Email retention timeframes for staff who have left EC	12 months after the end of their contract	Business requirements

Future Steps Information	12 months from 1 September to 31 August following year	Business requirements
EAA Apprentices Clock in and Clock out	12 months	Business requirements
Future Steps: Careers Events Next Steps Southwest Events Providing Advice and Guidance	12 months	Business requirements
Higher Education Hardship Fund	12 months	Business requirements
Online Applications	12 months	Business Requirements
Student School Taster Event Choices	12 months	Business requirements
University Level Interview Process	12 months	Business requirements
Lost Property Return Forms	12 months	Business requirements
Print Room Collection Sheet	12 months	Business requirements
Experian Social Media Check	2 years	Business requirements
IGA online Forms (AEL)	2 years	Consent provided
Turnitin Plagiarism Check	2 years	External Quality Assurance
Adult Advice Hub Enquiry Log	2 years maximum	Customer service
Barclay Card Temporary Increase	2 years maximum	Business requirements
Minutes of college internal meetings	Faculty/Department (2 years) SLT (8 years) CLT (8 years)	Public Interest (safeguarding and quality assurance)

Sixth Sense Analytics – Six Dimensions	3 years	Business requirements
Staff Surveys	3 years	Business requirements
Student Surveys	3 years	Ofsted requirements
Complaint logs	3 years	Business requirements
RARPA for students in Faculty of FLS	3 years	Business requirements
EdTech Demo	3 years	Business requirements
Documentation for Vocational Programmes (Assessment and IQA)	3 years or according to Awarding Organisation requirements	Ofqual requirements
School student IAG records / School application data Spreadsheet (283)	3 years	Business requirements
Coursework and assessment data relating to publicly accredited qualifications	3-10 years according to awarding-organisation requirements	Contractual requirements of Awarding Organisations
Photographic images (moving and still) taken or used for marketing purposes and case study material and associated consent forms	5 years	Public Interest (safeguarding and quality assurance)
Employment dates (employment information / personnel records)	7 years after employment ceases	Public Interest (Safeguarding) & Payroll requirement
ALPS	8 years	Business requirements
Online Health Declaration	10 years	
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 student is 25 years old	Safeguarding legislation Information and Records Management Society
Counsellor notes relating to meetings with students	until the student is 25 years old	Safeguarding legislation Information and Records Management Society
Child Protection records for students enrolled at Exeter College	Until the child is 25 years old, then review	Safeguarding legislation, Information Management Toolkit for Schools ( <a href="#">IRMS</a> )
Data belonging to learners / students who benefit from provision funded by the ESF	Until 31 December 2030 for enrolments between 2014 and 2020	ESF contractual requirements
Apprenticeship Funding Regulation Documentation	30 years	ESF Regulations
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)
Pension and Retirement related information	50 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995

Student and Training Records pertaining to Civil Aviation study programmes	Must be retained indefinitely	Civil Aviation Authority legislation
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