

Data Retention and Schedule Policy



Education & Skills
Funding Agency

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Creator	Mark Green
Job title	Director
Email	mark@arenalearning.co.uk
Phone	01942 230 292
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1. POLICY

1.1 Arena Learning must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, and any relation legislation (together, "Data Protection Laws").

1.2 This Retention Schedule should be read in conjunction with Arena Learning General Data Protection Regulation policy statement, which sets out Arena Learning's overall approach to data protection matters and sets out the rationale for why a Retention Schedule is required for data.

1.3 Arena Learning is under a legal obligation only to keep personal data for as long as Arena Learning needs it. Once ARENA LEARNING no longer needs personal data, Arena Learning must securely delete it. Arena Learning recognises that the correct and lawful treatment of data will maintain confidence in Arena Learning and will provide for a successful working environment. Arena Learning may store data for longer periods if the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to the implementation of appropriate technical and organisational measures to safeguard the rights and freedoms of the data subject.

1.4 Arena Learning shall not keep personal data in a form that permits identification of data subjects for a longer period than is necessary, in relation to the purpose(s) for which the data was originally collected.

1.5 This Schedule applies to Arena Learning employees, consultants, contractors and temporary personnel hired to work on behalf of Arena Learning Personnel.

1.6 ARENA LEARNING Personnel with access to personal data must always comply with this Retention Schedule. If you have any queries regarding this Retention Schedule, please consult your manager and/or the Data Protection Officer. You are advised that any breach of this Retention Schedule will be treated seriously and may result in disciplinary action being taken against you.

1.7 ARENA LEARNING Personnel will receive a copy of the Schedule when they start and may receive periodic revisions of this Schedule. This Schedule does not form part of any ARENA LEARNING Personnel's contract of employer and ARENA LEARNING reserves the right to change this Schedule at any time.

2. ABOUT THIS POLICY

This Retention Schedule explains how ARENA LEARNING complies with our legal obligation not to keep data for longer than we need it and sets out when different types of data will be deleted. In particular, it sets out details of ARENA LEARNING policies for the retention of Special Category personal data.

3. DATA RETENTION PERIODS

3.1 ARENA LEARNING has assessed the types of data that it holds and the purposes it is used for. The table below sets out the retention periods that ARENA LEARNING has set for the different departments within ARENA LEARNING, and the different types of data that they each hold.

3.2 If any member of ARENA LEARNING 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 ARENA LEARNING delete it ?	Action following Retention
Accidents and Insurance		
Accident reports and relevant correspondence	3 years after settlement Insurance schedules	Destroy

Insurance Claims correspondence	80 years	Destroy
Contracting and Tenders		
Income Contracts - Contractual documentation including original contract and any contract variations, notices / correspondence, performance and notes of meetings	Termination of contract / financial year in which contract terminated + 6 years (unless a Deed and then + 10 years, or ESF cofinanced - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Expenditure Contracts - Contractual documentation including original contract and any contract variations, notices / correspondence, supplier performance and notes of meetings	Termination of contract / financial year in which contract terminated + 6 years (unless a Deed and then + 10 years, or ESF cofinanced - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Service Level Agreements (non-monetary) - Original SLA and any contract variations, notices / correspondence, performance and notes of meetings	Termination of contract / financial year in which contract terminated + 6 years (unless a Deed and then + 10 years, or ESF cofinanced - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Agents Contracts - Contractual documentation including original contract and any contract variations, notices / correspondence, supplier performance and notes of meetings	Termination of contract / financial year in which contract terminated + 6 years (unless a Deed and then + 10 years, or ESF cofinanced - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Indemnities and guarantees	6 years after expiry or longer as determined by the Contract	Destroy
Disputes and Litigation - Records documenting negotiation, establishment and settlement of dispute and / or claims	Settlement of claims + 6 years OR withdrawal of claim + 6 years	Destroy
Records as defined by the Contract - Documents required to be held in accordance with income, expenditure, agent contracts or SLAs, e.g. learner records	Termination of contract / financial year in which contract terminated + 6 years (unless a Deed and then + 10 years, or ESF cofinanced - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Intellectual Property - any copyright, patent and trade mark records	Permanently	Destroy
Tender documents	7/15 years	Destroy

Corporate Governance

Policies and Procedures - Records documenting the development and establishment of policies and procedures	Superseded + 5 years	Destroy
Statutory Records and Registers - memorandum and articles of association - certificate of incorporation - seal book/register - register of directors and secretaries, directors' interests, interests in voting shares, charges and members - Minutes of general and class meetings, directors' minutes, written resolutions	Originals to be kept permanently	Destroy
Estates		
Agreements with architects builders etc	Six years after contract completion	Destroy
Deeds of Title	Permanently	Destroy
Leases	Twelve years after lease has terminated	Destroy
Licensing agreements	Six years after expiry	Destroy
CCTV recordings	28 days	Destroy
Security Information	Current academic year + 5 years	Destroy

Examinations		
Records documenting & establishment of ARENA LEARNING's assessment & examination including the control of examination papers & scripts and timetabling of examinations	10 years	Destroy
Records documenting the organisation of examination facilities, including special arrangements for learners with special needs	2 years	Destroy
Arrangements for assessment & examinations	7 years	Destroy
Pass/Qualification/Award Lists	10 years	Destroy

Finance and Accounting		
Financial Forecasts	3 years	Destroy
Capital and Revenue Budgets	3 years	Destroy

European Funding - All original documentation including: - Application Form and approval letters - Claim forms - Audit Reports - Project closure report - Match Funding Certificates - All correspondence - Project records - Individual beneficiary records - Financial records	For a period of 6 years following final payment by the European Commission to DWP	Destroy
Accounting for income	6 years	Destroy
Sales ledgers, credit notes, till rolls, remittance advices	6 years	Destroy
Sales invoices	6 years	Destroy
Statements	1 year	Destroy
Accounting for expenditure	6 years	Destroy
Payment authorisations, credit notes, purchase ledgers, cheque authorisations, BACS reports, staff expense claims, petty cash authorisations, petty cash receipts, petty cash books, journal vouchers	6 years	Destroy
Purchase invoices	6 years	Destroy
Financial analysis	Permanent	Destroy
Annual Financial Statements	Permanent	Destroy
Monthly Management Accounts	1 year	Destroy
Bank accounts	6 years	Destroy
Pay-in slips	6 years	Destroy
Cash receipt data	6 years	Destroy
Bank Statements	6 years	Destroy
Cancelled cheques	6 years	Destroy
Capital Asset Register -major items	Permanent	Destroy
Capital Asset Register - other items	12 years	Destroy
Asset Disposal Authorisation Forms	1 year	Destroy
Journal accounting transactions	1 year	Destroy
Monitoring of actual against planned expenditure	1 year	Destroy
Budget reports	1 year	Destroy
Acquisition/disposal of investments	Permanent/ 6 years after disposal	Destroy
Investment instructions	6 years	Destroy
Share Certificates	6 years	Destroy
Investment Portfolio Reports	6 Years	Destroy
Assessment of tax liabilities	6 years	Destroy
VAT account	6 years	Destroy
Submission of Tax Returns	6 years	Destroy
VAT Return	6 years	Destroy
Corporation Tax Returns	2 years	Destroy
PAYE/Ni/Returns	6 years	Destroy
Register of Gifts & Hospitality received	6 years	Destroy

Funding		
Compare ILR records (data dumps)	Current academic year + 7 years	Destroy
External Funding Submission reports	Current academic year + 7 years	Destroy
ILR Funding Software outputs (MDB format)	Current academic year + 7 years	Destroy
ILR raw data files (XML or Flat File formats)	Current academic year + 7 years	Destroy
Planning tools	Current academic year + 7 years	Destroy
Records relating to Planning and performance monitoring meetings.	Current academic year + 7 years	Destroy
Records relating to the Annual Assurance Plan	Current academic year + 7 years	Destroy
Records relating to the carrying out and reporting of external audits	Current academic year + 7 years	Destroy
Records relating to the carrying out and reporting of internal audits	Current academic year + 7 years	Destroy
Exec reports	Current academic year + 7 years	Destroy

Health and Safety		
Accident records/reports (see below for accidents with potential to cause ill health under COSHH or Asbestos) (H&S)	6 Years	Archive
Asbestos	Permanent	Archive
Emergency Procedures	3 Years	Archive
Fire appliances	Fire alarm and detection system test & maintenance records 3 years , Fire evacuation drills	Archive
Fire Risk assessment	Permanent	Archive
H&S Audits and Inspections	Permanent - 6 years archive	Archive
Health and Safety Policy	Permanent - 6 years archive	Archive
H&S Training Records: all types of training	6 years	Destroy
Health and Safety Meetings, Plans, Safety Committees and Groups (H&S)	6 Years	Destroy
Medical records containing details of employees exposed to asbestos, noise medical examination certificates (HR)	40 years	Archive
Medical/Health Surveillance records as specified by the Control of Substances Hazardous to Health Regulations (COSHH) (HR)	40 years	Archive
RIDDOR Reports	10 years	Destroy
Risk Assessments (H&S)	10 Years	Destroy
Statutory testing and inspection work equipment, systems records,	3, 5 10 years depending upon premises plant and equipment	Archive

Stop Notices and other Court Orders	Originals to be kept permanently	Archive
Water Hygiene management	10 Years	Destroy

Marketing

Promotional Material	Current Academic Year + 3	Archive
Press Cuttings	Current Academic Year + 1	Archive
Public Relations	Current Academic Year + 1	Archive
Prospectuses	Current Academic Year + 1	Archive

Quality and Standards

Inspection Documents	10 Years	Archive
Complaints Procedure and records of complaints	5 years	Destroy
Records documenting the development of training and development programmes to meet defined needs in relation to Observation of Learning and Assessment and Data and Information.	Completion of programme + 5 years	Destroy
Records containing individual feedback on training and development programmes in relation to Observation of Learning and Assessment.	Completion of analysis of feedback	Destroy
Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Current academic year + 5 years	Destroy
Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Next Review completed + 5 years	Destroy
Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.	Current academic year + 10 years	Destroy
Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme	Destroy
Records containing reports of routine internal reviews of taught courses in relation to Observation of Learning and Assessment and performance	Current academic year + 5 years	Destroy

Records documenting the conduct and results of formal reviews of taught courses in relation to Observation of Learning and Assessment and Quality, and the responses to the results.	Current academic year + 5 years	Destroy
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Staffing

Expense accounts- Purchase invoices	Scanned – disposed of after 6 months	Destroy
Health insurance records	12 years after final cessation of benefit	Destroy
Holiday records	7 years after employment ceases	Destroy
Payroll records	6 tax years plus the current tax year	Destroy
Pension Records	30 years after employment ceases	Destroy
Recruitment records	6 months	Destroy
Employee files and training records (including disciplinary records and working time records)	7 years after employment ceases	Destroy
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	7 years from the date of redundancy	Destroy
Statutory Sick Pay records, calculations, certificates, self-certificates	6 tax years plus the current tax year	Destroy
Trade Union agreements	10 years after ceasing to be effective	Destroy
References	7 years after employment ceases	Destroy
Occupational Health Records	7 years after employment ceases	Destroy
Employment Tribunal Requests	7 years after employment ceases	Destroy
Declaration of Outside Employment	7 years after employment ceases	Destroy
Performance Review & Development Information	7 years after employment ceases	Destroy

Students

Records documenting the handling of enquires from prospective students	Current academic year + 1 year	Destroy
Records containing summaries and analyses of enquiry, recruitment and retention data	Current academic year + 1 years	Destroy
Records documenting the handling of applications: successful applications	End of student relationship + 1 years	Destroy
Records documenting the handling of applications for admission: unsuccessful applications	Current academic year + 1 year	Destroy

Records documenting the enrolment of individual students on courses	Termination of relationship + 6 years (unless ESF co-financed - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Records containing personal data on individual students	Termination of relationship + 6 years (unless ESF co-financed - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Records containing standard analyses of data from individual students' records. Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions	Current academic year + 6 years	Destroy
Records documenting the progress of individual students and formal action taken by the institution to deal with unsatisfactory progress	Termination of relationship + 6 years (unless ESF co-financed - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Records documenting the conduct and results of disciplinary proceedings against individual students	Last action on case + 6 years	Destroy
Coursework (including projects & reports)	Termination of relationship + 3 years	Destroy
Examination certificates	Current academic year + 1 year	Destroy
Records documenting the attendance of individual students on courses	Termination of relationship + 6 years (unless ESF co-financed - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy
Individual Learning Plans	Termination of relationship + 6 years (unless ESF co-financed - 2007/13 until at least 31 December 2022 or 2014/20 until at least 31 December 2030)	Destroy

Vehicles

Rental and hire purchase agreements - Vehicles only	6 years after expiry	Destroy
Vehicle registration records, MOT, Certificates and vehicle maintenance records	2 years after disposal of vehicle	Destroy

5. CHANGES TO THIS SCHEDULE

ARENA LEARNING reserves the right to change this schedule at any time