

**DATA PROTECTION – RETENTION PERIODS**  
 (Appendix to Data Protection Policy)

**Disposing of Records**
**Agreements and related correspondence**

|   |                      |
|---|----------------------|
| Major agreements of historical significance | permanently          |
| Contracts with customers                    | 6 years after expiry |
| Contracts with suppliers                    | 6 years after expiry |
| Contracts with agents                       | 6 years after expiry |
| Licensing agreements                        | 6 years after expiry |
| Rental and hire purchase agreements         | 6 years after expiry |
| Indemnities and guarantees                  | 6 years after expiry |
| Other agreements/contracts                  | 6 years after expiry |

**Property documents**

|  |   |
|--|---|
| Deeds of title                             | permanently or until delivered to a purchaser on disposal                                 |
| Leases                                     | 12 years after lease has terminated and all terminal queries (e.g. dilapidations) settled |
| Agreements with architects, builders, etc. | 6 years after completion of the contract  |

**Transport records**

|                             |                                   |
|-----------------------------|-----------------------------------|
| Vehicle mileage records     | 2 years after vehicle disposed of |
| Vehicle maintenance records | 2 years after vehicle disposed of |
| MOT test records            | 2 years after vehicle disposed of |
| Registration records        | 2 years after vehicle disposed of |

**Accounting records**

|   |   |
|---|---|
| Complying with Companies Acts 1948, 1967, 1976    | at least 6 years (3 years if private company) |
| Periodic internal financial reports, eg, to Board | file copies for 5 years                       |
| Taxation returns and records                      | Permanently                                   |

**Banking records, including GIRO**

|   |             |
|---|-------------|
| Cheques, bills of exchange and other negotiable instruments | 6 years     |
| Bank statements   | 6 years     |
| Instructions to banks                                       | 6 years     |
| Patent and trade mark records                               | permanently |
| Reports and opinions  | 10 years    |

**Personnel records**

|   |   |
|---|---|
| Staff personal records                          | 6 years after employment ceases   |
| Personal records of company's senior executives | 6 years after employment ceases   |
| Applications for jobs – unsuccessful            | up to 1 year  |
| Payrolls  | 6 years from the financial year end in which payment made   |
| Salary registers                                | 6 years from the financial year end in which payment made   |
| Salary revision schedules                       | 6 years from the financial year end in which payment made   |
| Expenses accounts                               | 6 years from the financial year end in which payment made   |
| Tax returns                                     | permanently   |
| Staff Forum minutes                             | permanently   |
| Records of hours worked                         | 3 years beginning on the day upon which the pay reference period immediately following that to which they relate ends |
| Salary records (including overtime details)     | 6 years from the financial year end in which payments made  |
| Medical records                                 | 12 years  |
| Training records                                | 6 years after employment ceases   |
| Accident books                                  | 3 years from date of report   |

**Insurance**

|   |                          |
|---|--------------------------|
| Public liability policies                   | permanently              |
| Product liability policies                  | permanently              |
| Employer's liability policies               | permanently              |
| Other policies                              | 3 years after lapse      |
| Claims correspondence                       | 3 years after settlement |
| Accident reports and related correspondence | 3 years after settlement |
| Insurance schedules                         | 10 years                 |

**Pension Records**

|   |  |
|---|--|
| All trust deeds and rules                         | permanently  |
| Trustees' minute book                             | permanently  |
| Fund annual accounts and Inland Revenue approvals | permanently  |
| Investment records                                | permanently  |
| Actuarial valuation records                       | permanently  |
| Contribution records                              | permanently  |
| Records of ex-pensioners                          | 6 years after cessation of benefit                                     |
| Pension scheme investment policies                | 12 years after final cessation of any benefit payable under the policy |
| Group health policies                             | 12 years after final cessation of benefit                              |
| Group personal accident policies                  | 12 years after final cessation of benefit                              |

**Donation and Subscription records**

|  |                                       |
|--|---------------------------------------|
| Index of donations granted                           | 6 years                               |
| Deeds of Covenant                                    | 12 years after final payment          |
| Correspondence re donations granted (not covenanted) | 1 year                                |
| Correspondence re donations refused                  | 3 months                              |
| Subscription records                                 | 3 years after cessation of membership |

**General**

|   |                                 |
|---|---------------------------------|
| Board Committee Minutes                         | permanently                     |
| Minutes of General and Class Meetings           | permanently                     |
| Reports and Accounts                            | signed copy permanently         |
| Trust Deeds                                     | permanently                     |
| Register of members                             | permanently                     |
| Forms of application for shares, debentures etc | permanently                     |
| Forms of acceptance and transfer                | permanently                     |
| Share and stock transfer forms                  | permanently                     |
| Signed forms of nomination                      | permanently                     |
| Letters of indemnity for lost certificates      | permanently                     |
| Powers of Attorney                              | copy to be retained permanently |
| Notification of change of address               | 2 years                         |

**Admission Enquiry**

Date of admission + 3 years

**Pupil Files Including**

|   |                          |
|---|--------------------------|
| Parent contact and medical information                                  | Pupil DOB + 25 years     |
| Special Educational Needs files, reviews and Individual Education Plans | DOB + 25 years of review |
| Statement maintained under the Education Act 1996 – Section 324         | Pupil DOB + 30 years     |
| Advice and information to parents regarding Educational Needs           | Pupil DOB + 25 years     |

**Parental permission slips for school trips**

|   |   |
|---|---|
| Where there has been <b>no</b> major incident | Until conclusion of the trip  |
| Where there <b>has been</b> a major incident  | DOB of the pupil involved + 25 years. Permission slips for all pupils on the trip need to be retained to show that all rules have been followed for all pupils. |

**Any other records created during the course**

Current year + 3 years of contact with the pupil

**Alumni files**

Life of alumni

**Admission registers**

Date of last entry in the register + 6 years

**Attendance registers**

Date of register + 3 years

**Correspondence relating to authorised absence and issue**

Date of absence + 3 years

**Examination results (public)**

|                                       |   |
|---------------------------------------|---|
| School's copies                       | Year of examinations + 7 years  |
| Pupil's copies                        | Uncollected certificates will be returned to the Examination Board or destroyed after 7 years |
| Exam papers relating to appeals       | Kept until any appeal/validation process is complete  |
| Examination results of internal exams | Current year + 7 years  |

**Returns made to central government (eg census)**

Current year + 6 years

**Accessibility strategy**

Pupil DOB + 25 Years

**Sponsorship licence and related permissions**

The duration of the period covered by the licence

**Copies of admission information for students sponsored under tier 4 PBS**

If the Migrant is sponsored for one year or longer the documents must be kept for 1 year or until a Compliance Officer has examined and approved them, whichever is the longer period

**Reports and correspondence with the Home Office made in relation to a current pupil**

To the end of the sponsorship + 2 years

Last revised: October 2019