



# Data Retention Schedule

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## Employee Records

Source How is data collected?	Type of record Including details of personal data	Reason Why do we collect this data?	Handling How is data stored and processed?	Disposal When and how is this data disposed?	Consent Obtained	Privacy Notice	Sensitive Data
Employee Health & Wellbeing Questionnaire – collected via MS Forms (previously collected via paper based form)	<p>Facts of employment -</p> <p>Single Central Record - Name, Type of Employment, Start Date, End Date, Date of Birth, DBS Details, Identity Checks, Right to Work Checks, Mandatory Training completion, References</p> <p>Health Record - Name, Address, Next of Kin, NI Record, Health</p> <p>E&amp;D Monitoring – Name, Gender, Marital Status, Age, Ethnicity, Disability, Sexual Orientation, Religious Beliefs, Flexible Working Hours</p>	HR Management	<p>Single Central Record</p> <p>Employee Health Record</p> <p>E&amp;D Monitoring</p> <p>Stored in Synology – Central HR, access controlled.</p> <p>Physical HR files stored in Head Office (Newcastle); locked storage cabinet accessible only to CEO/VP/HR</p>	7 years from end of employment – all sensitive personal data deleted from main record, retain name and facts of employment (i.e. start and end date, job title)		x	x
Application Form, Employee Health & Wellbeing Questionnaire	All personal files excluding information on disciplinary proceedings: Name, Address, Telephone, Email, Nationality, Previous employment including salary, Criminal conviction declaration, Health, Ethnicity, Disability, Gender, Sexual Orientation, Religious Beliefs	HR Management  Equality & Diversity Monitoring	<p>Stored in Synology – Central HR, access controlled.</p> <p>Physical HR files – as above</p>	7 years from end of employment – deletion and secure shredding of physical records		x	x
Disciplinary Hearing(s)	Staff disciplinary information	HR Management	Stored in Synology – Central HR, access controlled.	7 years – deletion		x	x

Application Form	Application forms and CVs for non-shortlisted candidates: Details as above	HR Recruitment and Selection	hr@ucq.ac.uk mailbox – deleted immediately on rejection.	Immediately on shortlisting / rejection – deletion		x	x
Application Form	Application forms and CVs for shortlisted unsuccessful candidates: Details as above	HR Recruitment and Selection	Stored in Synology – Central HR, access controlled.	2 years - deletion		x	x
Recruitment Interviews	Interview notes for unsuccessful candidates	HR Recruitment and Selection	Physical HR files stored in Head Office (Newcastle); locked storage cabinet accessible only to CEO/VP/HR	12 months – secure shredding of physical records		x	
Payroll / HMRC	Income tax and NI returns, including correspondence with tax office	Payroll, Legal obligation	Stored in Synology – CEO private folder, access controlled.	6 years after end of the financial year to which the records relate – secure shredding of records		x	x
Payroll / HMRC	Statutory maternity pay records and calculations	Payroll, Legal obligation	Physical HR files stored as above.			x	x
Payroll / HMRC	Statutory sick pay records and calculations	Payroll, Legal obligation				x	x
Payroll	Wages and salary records	HR Management, Payroll, Legal obligation				x	x
Accident Book	Accident books and records and reports of incidents	Health & Safety, Legal obligation	Retained by Health & Safety representative on site	3 years after the date of the last entry – secure shredding of records			
Occupational Health Employer Report, Medical records	All occupational health and medical records Specific medical documentation, if applicable	Health & Safety, Legal obligation	Stored in Synology – Central HR, access controlled.	7 years from end of employment – deletion and secure shredding of physical records		x	x

where appropriate, including Fit Notes							
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Student Records

Source How is data collected?	Type of record Including details of personal data	Reason Why do we collect this data?	Handling How is data stored and processed?	Disposal When and how is this data disposed?	Consent Obtained	Privacy Notice	Sensitive Data
<p>Online course enquiry form (FE)</p> <p>Student Application Form (HE)</p>	<p>Records documenting the handling of student enquiries</p> <p>Name, Address, DOB, Gender, Telephone number, Email, Employment Status, Benefit Status</p> <p>HE Application Form – see below</p>	<p>Processing student enquiry</p>	<p>Online enquiry form saves in Enquiry Spreadsheet, saved in SharePoint and access controlled. Create student record on Aptem (FE).</p> <p>Application Forms saved in Synology – Group Documents by Project and Student, access controlled.</p> <p>Contact details for marketing only with explicit consent.</p>	<p>Current academic year plus 1 year – entry in Enquiry spreadsheet deleted and any non-students archived in Aptem.</p> <p>Application Forms deleted for applicants who do not enrol.</p>		X	X
<p>Student Application Form (HE/FE) – can be via Aptem FE only, Benefit &amp; Low Wage Declaration (FE),</p>	<p>Full student records, including documents relating to application/admission; academic achievements and conduct; transfer, withdrawal or termination of studies</p> <p>Name, Address, DOB, Gender, NI Number, Telephone number, Email, Employment Status &amp; Salary, Benefit Status, Ethnicity, Health &amp; Disability, Prior Qualifications &amp; Experience</p>	<p>Education Delivery, Access to Government Funding for Education, Mandatory Student Data Returns to ESFA, devolved</p>	<p>Documentation saved in Synology – Group Documents by Project and Student, access controlled.</p> <p>Physical files stored in locked office (Newcastle).</p> <p>Create student record on PICS. Update student record on Aptem (FE). Create</p>	<p>10 years – deletion of records, shredding of physical records.</p> <p>Student records archived in PICS, Aptem, Ecordia, Equal and bKSB.</p>		X	X

Individual Learning Plan, KSB Skillscan (HE) bKSB initial assessments	HE only – as above, Religion, Marital Status, Sexual Orientation, Gender Identity, Caring Responsibilities Maths and English skills levels	authorities and HESA	student record on Ecordia or Equal as appropriate (minimum personal information)				
HE Programme of study	Facts of registration and academic performance; dates of study, progression, programme, marks, final award	Education Delivery and Certification	Stored in student folder – Synology (Group Documents). All marks recorded by student in Ecordia and Student Apprenticeship Tracker (Microsoft Power platform).	Perpetuity		x	
Student request	Records documenting the handling of individual students' requests for statements of results	Enquiry Handling	Stored in student folder – Synology (Group Documents)	1 year - deletion			
Programme of Study	Records documenting the programme of study; including individual students' attendance, submission of coursework including schedules for submission, marks/grades and assessment, organisation of student work/study placement if applicable, examination scripts	Education Delivery and Certification	Stored in student folder – Synology (Group Documents). FE – student portfolios stored securely in locked office, Aptem or Equal ePortfolio. HE – Ecordia ePortfolio, marks/grades and attendance on Student Apprenticeship Tracker (Microsoft Power platform)	Duration of studies plus 1 year – deletion of records, secure shredding of physical records. Student records archived in Aptem, Ecordia and Equal.		x	x
Examination Procedure	Records documenting organisation of examination facilities; attendance at examinations; handling of impaired	Education Delivery and Certification	Stored in Project folder – Synology (Group Documents)	Current academic year plus 1 year		x	

	performance claims; collation and notification of results						
Procedures for disciplinary proceedings, appeals and complaints	Records documenting: the conduct and results of disciplinary proceedings against individual students; handling and results of academic appeals by individual students; handling of complaints made by individual students	Education Delivery and Certification	Stored in student folder – Synology (Group Documents) and summary in Student Appeals, Complaints & Behaviours Log (Central HR)	Last action on case plus 6 years		x	
Procedure for award ceremonies	Records documenting the organisation of award ceremonies, production & collection/ mailing of award certificates	Education Delivery and Certification	Stored in Synology (Group Documents/UCQ/Graduation)	Completion of ceremony plus 1 year			
Phone call or online data collection using Destination Script	Destination Surveys – individual responses (if applicable)	Destination Tracking	Analysis stored in Synology (Group Documents). Destination recorded against student record in PICS	10 years – deletion of records. Student records archived in PICS.		x	x

External Examiner and Invigilator Records

<b>Source</b> How is data collected?	<b>Type of record</b> Including details of personal data	<b>Reason</b> Why do we collect this data?	<b>Handling</b> How is data stored and processed?	<b>Disposal</b> When and how is this data disposed?	Consent Obtained	Privacy Notice	Sensitive Data
CV	Records documenting the selection and appointment of external examiners (and external invigilators as appropriate)	HR Management, Education Delivery	Stored in Synology – Central HR, access controlled.	Termination of appointment plus 1 year - deletion		x	
Exam Board process	External Examiner reports, meeting minutes and departmental responses	Education Delivery and Certification	Stored in Synology (Group Documents/UCQ/Meetings)	7 years - deletion		x	