UCQ UNIVERSITY CENTRE QUAYSIDE

Data Retention Schedule

Version: 11
Revision date: 30/03/2026
Document Owner/Reviewer: Head of Data & Quality
Due for review: 30/03/2027

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 of?	Consent Obtained	Privacy Notice	Sensitive Data
Employee Health & Wellbeing Questionnaire – collected via MS Forms (previously collected via paper-based form)	Facts of employment - 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 Health Record - Name, Address, Next of Kin, NI Record, Health E&D Monitoring – Name, Gender, Marital Status, Age, Ethnicity, Disability, Sexual Orientation, Religious Beliefs, Flexible Working Hours	HR Management	Single Central Record Employee Health Record E&D Monitoring Stored in Synology – Central HR, access controlled. Physical HR files stored in Head Office (Newcastle); locked storage cabinet accessible only to CEO/VP/HR	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	Stored in Synology – Central HR, access controlled. Physical HR files – as above	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

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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. Physical HR files stored as above.	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				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

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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 where appropriate, including Fit Notes	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

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Online course enquiry form (FE) Student Application Form (HE)	Records documenting the handling of student enquiries Name, Address, DOB, Gender, Telephone number, Email, Employment Status, Benefit Status HE Application Form – see below	Processing student enquiry	Online enquiry form saves in Enquiry Spreadsheet, saved in SharePoint and access controlled. Create student record on Apprenticeship Tracker (HE). Application Forms saved in Synology – Group Documents by Project and Student, access controlled. Contact details for marketing only with explicit consent.	Current academic year plus 1 year – entry in Enquiry spreadsheet deleted. Application Forms deleted for applicants who do not enrol.	x	x	x
Student Application/Enrolment Form (HE/FE), Benefit & Low Wage Declaration (FE), Individual Learning Plan, KSB Skillscan (HE) bKSB (or alternative) initial English and maths assessments	Full student records, including documents relating to application/admission; academic achievements and conduct; transfer, withdrawal or termination of studies Name, Address, DOB, Gender, NI Number, Telephone number, Email, Employment Status & Salary, Benefit Status, Ethnicity, Health & Disability, Prior Qualifications & Experience	Education Delivery, Access to Government Funding for Education, Mandatory Student Data Returns to ESFA, devolved authorities and HESA (JISC).	Documentation saved in Synology – Group Documents by Project and Student, access controlled. Physical files stored in locked office (Newcastle). Create student record on PICS. Create student record on Ecordia/Turnitin (Moodle) or Equal as appropriate	10 years – deletion of records, shredding of physical records. Student records archived in PICS, Ecordia, Turnitin (Moodle) Equal and bKSB.		x	x

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	HE only – as above, Religion, Marital Status, Sexual Orientation, Gender Identity, Caring Responsibilities Maths and English skills levels		(minimum personal information) bKSB assessments are stored securely within the bKSB platform. Paper alternatives are stored with documentation as above.				
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, Turnitin (Moodle) 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, Synology or Equal ePortfolio. HE – Ecordia ePortfolio, Turnitin (Moodle)	Higher Education: Duration of studies plus 5 years – deletion of records, secure shredding of physical records. Further Education: Duration of studies plus		x	x

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			assignments, marks/grades and attendance on Student Apprenticeship Tracker (Microsoft Power platform). Confidentiality sharing agreement between UCQ/student. Session recordings - either Ecordia (historic) or SharePoint via Stream (current).	3 years – deletion of records, secure shredding of physical records. Student records archived in Ecordia and Equal.			
Examination Procedure	Records documenting organisation of examination facilities; attendance at examinations; handling of impaired performance claims; collation and notification of results	Education Delivery and Certification	Stored in Project folder – Synology (Group Documents)	Current academic year plus 2 years		x	
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			

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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
Criminal conviction declaration	Records documenting unspent convictions declared to Safeguarding team	Safeguarding duty	Records stored in Synology (Central HR in folder only accessible to Safeguarding Team). Records are anonymised for non-starters.	10 years – deletion of records.		x	x

External Examiner and Invigilator Records

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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	