

DATA RETENTION POLICY

Date of Issue:	February 2023
Date of Review:	February 2025
Contact:	Deputy Principal Finance & Resources
Approved by	SLT
Available:	Intranet/Website



STAFF

File Description	Retention Period
Personal details	6 years following termination of employment
Recruitment and selection – job application form and all aspects of recruitment and selection	Last action on application + maximum of 1Year
Speculative job applications and CVs	Last action on application + maximum of 1 Year
Overtime records	6 years following termination of employment
Bank account details	6 years following termination of employment
Evidence of right to work in the UK	6 years following termination of employment
DBS information, list 99 and prohibition orders	6 years following termination of employment
Requests for references	6 years following termination of employment
Attachment of earning deductions	6 years following termination of employment
Certificates, qualification correspondence	6 years following termination of employment
Training and CPD records including development requests	6 years following termination of employment
Performance appraisal forms and correspondence	6 years following termination of employment
Disciplinary outcomes	In line with Policy
Discipline case files	6 years following termination of employment/last action on file
Staff records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 Years
Grievance case files	6 years following termination of employment/last action on file
Restructure and redundancy processes	6 years following termination of employment/last action on file
Settlement agreements, COT3 and employment tribunal correspondence	6 years following termination of employment/last action on file
Performance management case files	6 years following termination of employment/last action on file
Lesson observation assessment data	6 years following termination of employment/last action on file
Job evaluation assessments and pay reviews	6 years following termination of employment/last action on file
Trade Union correspondence	6 years following termination of employment/last action on file
Subject Access and Freedom of Information requests	2 years following last action unless longer retention requirements apply (i.e. H&S, Employment Law)

HEALTH AND SAFTY

File Description	Retention Period
Accident records	3 years
Staff Health and safety records (i.e. PEEPs/Maternity risk assessment)	6 years following termination of employment
Student Health and safety records (i.e. PEEPs/Maternity risk assessment)	At end of academic year in which the programme ends. Plus 1 further year

FINANCIAL MANAGEMENT

File Description	Retention Period
Finance System record (Accounts Payable, Accounts Receivable & General Ledger)	7 years
Bursary (Discretionary support) applications	7 years
WFC College Bank account	7 years
Supplier and customer correspondence	7 years

STUDENT RECORDS

File Description	Retention Period
MIS student record	7 years
Skills action plan - NCS	7 years
Enrolment form	7 years
Application form	7 years
Interview sheet	7 years
Open accounts record	7 years
Bursary application	7 years
Copies of certificates	7 years
Pro-Monitor	7 years
Team tracking	7 years
E portfolio system	7 years
Disciplinary record (with no Safeguarding elements)	7 years
Student Disciplinary records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 Years
EHCP / One Plan	7 years
Learners' portfolios and course work	12 weeks after receipt of certification, unless certification organisation set their own specific retention policy.
Internal verification documentation, along with the assessment tracking and feedback	3 Years after certification
ESF Projects	Stated in the individual contracts if greater than the retention period stated above 10 years

CHILD PROTECTION

File Description	Retention Period
Safeguarding record (Risk factors recorded for students)	7 years after student has left college
Child Protection file if student completes at college and does not move to another provider	Retain until student's 26 th birthday or 7 years whichever is greater
Receipt of Child Protection file if student moves to another provider and record is sent on as required by law	Retain until student's 26 th birthday or 7 years whichever is greater
CSE records	Indefinitely
Child In Need and social care interventions	Retain until student's 26 th birthday or 7 years whichever is greater

PROPERTY

File Description	Retention Period
CCTV	Maximum of 45 days unless part of an investigation

GOVERNANCE

File Description	Retention Period
Governors records including contact details, register of interest and payments, photos & videos	6 years after the year in which the person ceases to be a governor
Minutes of meetings of the Corporation and its Committees, containing names of attendees	100 years

ADMINISTRATIVE

File Description	Retention Period
Enquiries – emails	1 Years
Enquiries – mailing lists	1 Year
Complaints	2 Years
Refunds details (non-financial)	1 Year
Student Disciplinary records of an investigation that have a significant element of an allegation or report of abuse	Last action + 50 Years
Emails	1 Years