

# Wigan & Leigh College Document Retention Schedule

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## 1 POLICY

- 1.1 Wigan & Leigh College (the "**College**") must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, and related legislation (together, "**Data Protection Laws**").
- 1.2 This Retention Schedule should be read in conjunction with the College's Data Protection Policy, which sets out the College's overall approach to data protection matters and sets out the rationale for why a Retention Schedule is required for data.
- 1.3 The College is under a legal obligation only to keep personal data for as long as the College needs it. Once the College no longer needs personal data, the College must securely delete it. The College recognises that the correct and lawful treatment of data will maintain confidence in the College and will provide for a successful working environment.
- 1.4 This Schedule applies to all College employees, consultants, contractors and temporary personnel hired to work on behalf of the College ("**College Personnel**").
- 1.5 All College Personnel with access to personal data must comply with this Retention Schedule.
- 1.6 Please read this Retention Schedule carefully. All College Personnel must comply with it at all times. 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 College Personnel will have access to this Schedule and may receive periodic revisions of this Schedule. This Schedule does not form part of any College Personnel's contract of employment and the College reserves the right to change this Schedule at any time. All College Personnel are obliged to comply with this Schedule at all times.

## 2 ABOUT THIS SCHEDULE

This Retention Schedule explains how the College 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 the College's policies for the retention of Special Category personal data.

### 3 DATA RETENTION PERIODS

- 3.1 The College has assessed the types of data that the College holds and the purposes the College use it for. The table below sets out the retention periods that the College has set for the different departments within the College, and the different types of data that they each hold.
- 3.2 If any member of College 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 the College delete it ?	Action following Retention
<b>Accidents and Insurance</b>		
Accident reports and relevant correspondence	3 years after settlement Insurance schedules	Destroy
Insurance Claims correspondence	80 years	Destroy
<b>Contracting and Tenders</b>		
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,	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	Destroy

notices / correspondence, supplier performance and notes of meetings	December 2022 or 2014/20 until at least 31 December 2030)	
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
<b>Corporate Governance</b>		
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
<b>Estates</b>		
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

<b>Examinations</b>		
Records documenting & establishment of College'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
<b>Finance and Accounting</b>		
Financial Forecasts	3 years	Archive
Capital and Revenue Budgets	3 years	Archive
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	Current year plus 6 years	Destroy
Sales ledgers, credit notes, till rolls, remittance advices	Current year plus 6 years	Destroy
Sales invoices	Current year plus 6 years	Destroy
Statements	1 year or until reconciled	Destroy
Accounting for expenditure	Current year plus 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	Current year plus 6 years	Destroy
Purchase invoices	Current year plus 6 years	Destroy

Financial analysis	Permanent	Destroy
Annual Financial Statements	Permanent	Destroy
Monthly Management Accounts	Permanent	Destroy
Bank accounts	Current year plus 6 years	Destroy
Pay-in slips	Current year plus 6 years	Destroy
Cash receipt data	Current year plus 6 years	Destroy
Bank Statements	Current year plus 6 years	Destroy
Cancelled cheques	Current year plus 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	6 years	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	Current year plus 6 years	Destroy
VAT Return	Current year plus 6 years	Destroy
Corporation Tax Returns	2 years	Destroy
PAYE/NI>Returns	6 years	Destroy
Register of Gifts & Hospitality received	6 years	Destroy
<b>Funding</b>		
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
<b>Health and Safety</b>		
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
<b>Marketing</b>		
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
<b>Quality and Standards</b>		
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
<b>Staffing</b>		
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
<b>Students</b>		



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 + 2 years	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	Destroy

	least 31 December 2022 or 2014/20 until at least 31 December 2030)	
<b>Vehicles</b>		
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**

The College reserves the right to change this schedule at any time.