



**Cheshire College**  
**South & West**

## Document Retention Procedure

Key Information	
Policy Reference Number	CCSW-DRP
Published on Website	Yes
ELT Post responsible for policy update and monitoring	Vice Principal - Organisation Development & Learner Services
Date approved by ELT	27 April 2021
Date of next policy review	20 October 2023

## **I. Retention of Documents**

- I.1. The College holds vast amounts of records, these include learner records, employee records, financial records and various other types of records that contribute to the efficient operation of the College.
- I.2. Data Protection law requires that records containing personal data are only retained for a limited time; this timeframe is called a 'retention period'.
- I.3. The College will follow the JISC Records retention management: Guidance and retention schedules for information held in higher and further education institutions (<https://www.jisc.ac.uk/guides/records-retention-management>) for all retention timescales. The timescale for keeping any record not listed in the JISC guidance will be detailed within table I of this document.
- I.4. Once a document reaches its retention date it should be reviewed to ensure it does not need to be kept for longer. Any staff wishing to retain a record for longer than the specified retention period should contact the Data Protection Officer for advice and guidance.
- I.5. Records that need to be kept for longer than the stated retention period will be assigned an extended timescale in consultation with the Data Protection Officer.
- I.6. Records which have reached their retention date (*whether held in electronic or paper format*) should be destroyed under confidential conditions (*shredded or permanently deleted*).
- I.7. Certain records need to be kept for historical purposes and these will be transferred to a place of deposit.
- I.8. For guidance on any record not listed, please contact the Data Protection Officer.

## 2. College Specific Retention Timescales

Description	Retention Period	Notes/Comments
Child Protection / Safeguarding information	Permanently	The Independent enquiry into child sexual abuse has issued an order requiring the preservation of all records until future notice.
Covid-19 Response Team Notification Form	21 days	
Covid-19 Test Details	14 days	NHS Guidance
Covid-19 Test Kit logs	12 months	The data will be kept for no longer than 12 months from the day of collection by the Provider and will be deleted from all the Provider's systems as soon as instructed to do so by DHSC.
Covid-19 Test Consent Forms	1 month after the testing process ends	NHS Guidance
Declaration of Convictions (R1) Forms and Criminal Convictions Interview (R2)	6 years after learner leaves the College	Documents generated in line with Criminal Convictions Procedure
ESF Project Funding and associated records	<p>For the 2007-13 ESF Programme this is expected to be until at least 31 December 2022.</p> <p>For the 2014-20 ESF Programme until at least 31 December 2030.</p>	<p>Destroy records if past destruction date.</p> <p>List all remaining records with full name, course studied and course dates.</p> <p>Note: check the DWP - ESF guidance before destroying any paperwork in case the destruction date has changed. Source: <a href="https://www.gov.uk/government/guidance/record-keeping-and-retention-information-for-training-providers">Record keeping and retention information for training providers - GOV.UK (www.gov.uk)</a></p>
Gym member records	1 year after last visit	

Description	Retention Period	Notes/Comments
Local Growth Fund - Skills Projects	7 years	<p>All original documents relating to the project and its implementation and financing should be retained for 6 years from the date of the final payment and/or the contract has expired, whichever is the later (in addition to the year it is paid in i.e., it is complete financial years).</p> <p>In common with other programmes, records for capital projects should be kept for the economic life of the project.</p> <p>Equipment purchased - If there is any value to the equipment after 5 years (life of the project) an agreement with the LEP should be confirmed to dispose of it and detail plans for any income made from the disposal.</p>
Low carbon skills fund grant information and associated records	Not less than six years from the LCSF Grant End Date	
Visitor sign in sheets	4 months	
Volunteer Records	May be destroyed 6 years after the volunteer member leaves	

(Table 1 – College Specific Retention Timescales)