



# **Academic Choice Limited**

## **Information and Data Retention Policy**

Adopted: May 2018

## **1. The purpose of the Data Retention Policy**

Academic Choice Ltd, to meet operational needs, holds a range of personal data from both individuals and external organisations. These documents and records are stored in several different formats; hard copy, electronically, email, text messages and telephone call logs. For the purposes of this Policy, the terms 'document' and 'records' include information in both hard copy and electronic form.

Academic Choice will manage current record keeping systems using the retention schedule taking into account the different kinds of retention periods. The retention schedule refers to all information, regardless of the form in which they are stored. The schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

## **2. Benefits of a retention schedule**

There are a number of benefits which arise from a retention schedule:

- a. Managing records against the retention schedule is deemed to be "normal processing" under the Data Protection Act 1998 and the Freedom of Information Act 2000.
- b. Members of staff can be confident about destroying information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The company is not maintaining and storing information unnecessarily.

## **3. Maintaining and amending the retention schedule**

Where appropriate the retention schedule should be reviewed and amended to include any new record created.

## **4. What to do with records once they have reached the end of their administrative life**

### **4.1 Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal and/or sensitive information should be shredded before disposal. Any other non sensitive records should be disposed of in other appropriate ways.

The Freedom of Information Act 2000 requires the company to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record:

- the detail of document disposed of
- the date of disposal
- the person who authorised the document's disposal.

### **4.2 Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to PDF files.

<b>Personnel</b>				
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED/DESTROY
Staff Personal files	Yes <sup>1</sup>		Termination + 7 years	SHRED/DESTROY
Interview notes and pre recruitment records	Yes		Date of interview + 6 months	SHRED/DESTROY
Pre-employment vetting information ( DBS checks)	No	DBS guidelines	Date of check + 6 months	SHRED/DESTROY [by the designated member of staff]
Disciplinary proceedings:	Yes		<b>Please note that all these retention periods where the warning relates to child protection issues may change in light of any recommendations made by the Bichard Inquiry.</b>	
• <i>Oral warning</i>			Date of warning + 6 months	SHRED/DESTROY
• <i>written warning – level one</i>			Date of warning + 6 months	SHRED/DESTROY
• <i>written warning – level two</i>			Date of warning + 12 months	SHRED/DESTROY
• <i>final warning</i>			Date of warning + 18 months	SHRED/DESTROY
• <i>case not found</i>			DESTROY immediately at the conclusion of the case	
Records relating to accident/injury at work	Yes		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records	No		Current year + 5 years	SHRED/DESTROY
Salary records	Yes		Last date of employment + 85 years	SHRED/DESTROY
Pension records	Yes		Last date of employment + 85 years	SHRED/DESTROY
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, +3yrs	SHRED/DESTROY

<b>Finance</b>				
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Annual Accounts		Financial Regulations	Current year + 6 years	ARCHIVE
Invoice, receipts and other records		Financial Regulations	Current year + 6 years	SHRED/DESTROY
Annual Budget and background papers			Current year + 6 years	SHRED/DESTROY
Orders for supplies			Current year + 6 years	SHRED/DESTROY
Delivery Documentation			Current year + 6 years	SHRED/DESTROY
Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED/DESTROY
Cheque books			Current year + 3 years	SHRED/DESTROY
Paying in books			Current year + 6 years	SHRED/DESTROY
Invoices			Current year + 6 years	SHRED/DESTROY
Receipts			Current year + 6 years	SHRED/DESTROY
Bank statements			Current year + 6 years	SHRED/DESTROY

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