

## RETENTION AND DISPOSAL SCHEDULE (TIER 4)

**Document Control**  
 Reference: GDPR REC 4.9  
 Issue No: 1  
 Issue Date: 28th November 2017

Record type/category	Retention period (UK law, regulation, guidance)	Organisation retention period	Retention justification (if not consistent with legislation/regulation/guidance)	Record medium	Secure disposal method (incl proof)	Owner	Department
Personnel files, training records; notes of grievance and disciplinary hearings	6 years	6 years from the end of employment	Provision of references and limitation period for litigation	Online and Paper	Confidential shredded waste	Director of HR	Human Resources
Staff applications forms and interview notes	1 year	6 months from the data of the interviews	Limitation period for litigation	Online - Network System	Data Removal	Director of Organisational Development	Human Resources
Facts relating to redundancies (Less than 20)	3 years	3 years from the data of redundancy	Limitation period for litigation	Paper	Confidential shredded waste	Director of HR	Human Resources
Facts relating to redundancies (More than 20)	12 years	12 years from the data of redundancy	Limitation period for litigation	Paper	Confidential shredded waste	Director of HR	Human Resources
Income Tax and NI returns; correspondence with Tax Office	3 years	3 years after the end of the financial year to which the records relate	Income Tax (Employment) Regulations 1993	Online	Data Removal	Director of Finance	Financial Resources
Statutory Maternity Pay records and calculations	3 years	3 years after the end of the financial year to which the records relate	Statutory Maternity Pay (General) Regulations 1986 and subsequent amendments	Paper	Confidential shredded waste	Director of Finance	Financial Resources
Statutory Sick Pay records and calculations	3 years	3 years after the end of the financial year to which the records relate	Statutory Sick Pay (General) Regulations 1982	Paper	Confidential shredded waste	Director of Finance	Financial Resources
Salary records	6 years	6 years from the last day of employment	Taxes Management Act 1970	Paper	Confidential shredded waste	Director of Finance	Financial Resources
Records and reports of accidents	3 years	3 years after the date of the last entry	Social Security (Claims and Payments) Regulations 1979; RIDDOR 1995	Online	Data Removal	Head of Estates and Facilities	Estates
Health records		During employment	Management of Health and Safety at Work Regulations	Paper	Confidential shredded waste	Head of Estates and Facilities	Estates
Health records where reason for termination of Employment is concerned with health, including stress related illness		3 years	Limited period for personal injury claims	Paper	Confidential shredded waste	Head of Estates and Facilities	Estates
Medical records kept by reason of the Control of Substances Hazardous to Health	40 years	40 years	COSHH Regulations 1999	Paper	Confidential shredded waste	Head of Estates and Facilities	Estates
European Regional Development Fund (ERDF) Project Documentation	15 years	15 years from the start date of the project. This may be extended by the department for communities and local government in the year 2025.	Audit requirements	Online	Data Removal	Director of Business Development	Business Development
European Social Fund (ESF) Project Documentation	Until 2023	All learner data and documents will be retained until the end of the documents retention period for the 2014 to 2020 ESF Programme (at least 31st December 2032)	ESFA & DWP ESF audit requirements	Online	Data Removal	Project Director (WYCC)	West Yorkshire Consortium of Colleges

Student Records including academic achievement and conduct	6 years	6 years from the last day of the course (course work - 3 years). 10 years with the consent of the student for personal and academic references; certain personal data may be held in perpetuity	Limitation period for negligence.	Online	Data Removal	Director of MIS	MIS
Prospective student application records that do not attend College.	1 year	Upto 1 year at the end of the academic year in which the application was made	Duration of the academic year in which the application was made	Online	Data Removal	Director of Marketing and Student Recruitment	Marketing