

Data Retention Schedule



This document should be read in conjunction with policies, privacy notices and other information at www.exe-coll.ac.uk/dataprotection.

Retention of personal data

Subject to the provisions of the **Exception Schedule**, Exeter College will retain personal data, including special categories data, for a period of 7 years following the ending of its formal relationship with the data subject. Within 1 year of the 7th anniversary, personal data will be anonymised, deleted or securely destroyed.

The **Data Retention Exception Schedule** lists all permissible exceptions to the 7-year standard. Exceptions may be determined by legal, contractual, business or subject rights requirements. The Schedule will be reviewed annually by the Data Protection Officer and amendments proposed and authorised by the Systems Development Group. It will form part of the privacy information provided to data subjects and will be made available on the Data Protection and Privacy section of the college website.

Exception schedule

Data Class	Retention period	Justification of exception
Employment application data belonging to candidates not Appointed	6 months	Subjects' rights
Learner / student application data belonging to candidates who did not enrol	6 months	Subjects' rights
Student progression interviews by video capture	Until 31 October following the actual course end date or the last attendance date	Public Interest (safeguarding and quality assurance)
Coursework and assessment data relating to publicly accredited qualifications	3-10 years according to awarding-organisation requirements	Contractual requirements of Awarding Organisations
Information relating to redundancies involving 20 or more employees	12 years from the effective date of redundancy	Limitation Act 1980
Data belonging to learners / students who benefit from provision funded by the Education and Skills Funding Agency	Until 31 December 2030 for enrolments between 2014 and 2020	ESFA contractual requirements

Medical / health-related information relating to Noise at Work	40 years	Per the Control of Noise at Work Regulations 2005 (the Noise Regulations)
Medical / health-related information relating to the Control of Substances Hazardous to Health	40 years	Per the Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
Medical / health-related information relating to exposure to ionising radiation	50 years	Per the Ionising Radiation Regulations 2017 (IRR17)
Employment dates (when employee data are terminated, the name and employment dates will be recorded)	50 years	Public Interest (safeguarding)