

## **1 INTRODUCTION**

- 1.1 The Northern College for Residential Adult Education Ltd (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 ('data protection laws').
- 1.2 This retention statement should be read in conjunction with the College's Data Protection Policy, which sets out its overall approach to data protection matters and the rationale for why a retention statement is required.
- 1.3 The College is under a legal obligation only to keep personal data for as long as it is required. Once personal data is no longer required it must be securely destroyed. 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 statement 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 statement.
- 1.6 Please read this retention statement carefully. If you have any queries please consult your manager and/ or the data protection officer. You are advised that any breach of this retention statement will be treated seriously and may result in disciplinary action.
- 1.7 College personnel will be provided with access to this statement when they start and may be directed to periodic revisions. This statement does not form part of any College personnel's contract of employment and the College reserves the right to change this statement at any time.

## **2 ABOUT THIS POLICY**

- 2.1 This retention statement explains how the College complies with its legal obligation not to keep personal data for longer than it is required and sets out when different types of personal data will be deleted.

## **3 DATA RETENTION PERIODS**

- 3.1 The College has assessed the types of personal data that it holds and the purposes it uses the data for. The table below sets out the retention periods that the College has set for the different areas 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, they should contact their manager and/or the data protection officer for guidance.

## **4 RETENTION PERIODS FOR DIFFERENT CATEGORIES OF DATA**

- 4.1 See table at Appendix A

## **5 CHANGES TO THIS POLICY**

- 5.1 The College reserves the right to change this policy at any time.