

Overview of Data Retention Practices

Abingdon & Witney College only retains information for the period required for the purpose it was collected. This document gives an overview of Abingdon & Witney College's retention practices in relation to personal data. Full details of retention practices are given in the College's Data Register.

Student	<i>Retention Period</i>	<i>Rationale</i>	<i>Method of Deletion</i>
Course Application (not converting to enrolment)	Full time : 3 academic years Part time: 1 academic year	Shown to support students with further applications Part of end of year audit	Hardcopy : shredded Database : all but name / course title deleted
Enrolment / Funding	2030, then 7 years	Funding authority requirement	Hardcopy : shredded Database : all but name / course title deleted
Course Management / Support / Health & Safety	Indefinite	Business need to safeguard college interests in any future claim. DPO permission required to access.	Not applicable
Accreditation	3 years	Awarding organisation recommendation	Hardcopy : shredded Electronic : permanently deleted
Financial / Fees	Hardcopy : 7 years Database : Indefinite	Legal requirement	Hardcopy : shredded Database : not applicable

Recruitment / Staff	<i>Retention Period</i>	<i>Rationale</i>	<i>Method of Deletion</i>
Application	6 months from closure of recruitment campaign	Business needs	Hardcopy : shredded Electronic : permanently deleted
Employment (including activities such as training, performance, occupational health)	Indefinite	Business need to safeguard college interests in any future claim. DPO permission required to access.	Hardcopy : shredded Database : permanently deleted
Payroll	Indefinite	Business need to safeguard college interests in any future claim. DPO permission required to access.	Hardcopy : shredded Electronic : permanently deleted
Health & Safety	Indefinite	Business need to safeguard college interests in any future claim. DPO permission required to access.	Not applicable

Generally	<i>Retention Period</i>	<i>Rationale</i>	<i>Method of Deletion</i>
Data Subject Requests	Log : Indefinite Forms : 1 academic year	To ensure unreasonable requests are not made. Part of end of year audit	Database : not applicable Emails : permanently deleted
CCTV	One month (maximum)		Automatically deleted afternoon or sooner if disk full