



Waltham Forest College  
DATA RETENTION POLICY

## STAFF

File Description	Retention Period
Personal details	6 years following termination of employment
Recruitment and selection – job application form and all aspects of recruitment and selection	Last action on application + maximum of 1Year
Speculative job applications and CVs	Last action on application + maximum of 1 Year
Overtime records	6 years following termination of employment
Bank account details	6 years following termination of employment
Evidence of right to work in the UK	6 years following termination of employment
DBS information, list 99 and prohibition orders	6 years following termination of employment
Requests for references	6 years following termination of employment
Attachment of earning deductions	6 years following termination of employment
Certificates, qualification correspondence	6 years following termination of employment
Training and CPD records including development requests	6 years following termination of employment
Performance appraisal forms and correspondence	6 years following termination of employment
Disciplinary outcomes	In line with Policy
Discipline case files	6 years following termination of employment/last action on file
Staff records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 Years
Grievance case files	6 years following termination of employment/last action on file
Restructure and redundancy processes	6 years following termination of employment/last action on file
Settlement agreements, COT3 and employment tribunal correspondence	6 years following termination of employment/last action on file
Performance management case files	6 years following termination of employment/last action on file
Lesson observation assessment data	6 years following termination of employment/last action on file
Job evaluation assessments and pay reviews	6 years following termination of employment/last action on file
Trade Union correspondence	6 years following termination of employment/last action on file
Subject Access and Freedom of Information requests (	2 years following last action unless longer retention requirements apply (i.e. H&S, Employment Law)

## HEALTH AND SAFTY

File Description	Retention Period
Accident records	3 years
Staff Health and safety records (i.e. PEEPs/Maternity risk assessment)	6 years following termination of employment
Student Health and safety records (i.e. PEEPs/Maternity risk assessment)	At end of academic year in which the programme ends. Plus 1 further year

## FINANCIAL MANAGEMENT

File Description	Retention Period
Finance System record (Accounts Payable, Accounts Receivable & General Ledger)	7 years
Bursary (Discretionary support) applications	7 years
WFC College Bank account	7 years
Supplier and customer correspondence	7 years

## STUDENT RECORDS

File Description	Retention Period
MIS student record	7 years
Skills action plan - NCS	7 years
Enrolment form	7 years
Application form	7 years
Interview sheet	7 years
Open accounts record	7 years
Bursary application	7 years
Copies of certificates	7 years
Pro-Monitor	7 years
Team tracking	7 years
E portfolio system	7 years
Disciplinary record (with no Safeguarding elements)	7 years
Student Disciplinary records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 Years
EHCP / One Plan	7 years
Learners' portfolios and course work	12 weeks after receipt of certification
Internal verification documentation, along with the assessment tracking and feedback	3 Years after certification
Projects	Stated in the individual contracts if greater than the retention period stated above.

## CHILD PROTECTION

File Description	Retention Period
Safeguarding record (Risk factors recorded for students)	7 years after student has left college
Child Protection file if student completes at college and does not move to another provider	Retain until student's 26 <sup>th</sup> birthday or 7 years whichever is greater
Receipt of Child Protection file if student moves to another provider and record is sent on as required by law	Retain until student's 26 <sup>th</sup> birthday or 7 years whichever is greater
CSE records	Indefinitely
Child In Need and social care interventions	Retain until student's 26 <sup>th</sup> birthday or 7 years whichever is greater

## PROPERTY

File Description	Retention Period
CCTV	Maximum of 45 days unless part of an investigation

## GOVERNANCE

File Description	Retention Period
Governors records including contact details, register of interest and payments, photos & videos	6 years after the year in which the person ceases to be a governor
Minutes of meetings of the Corporation and its Committees, containing names of attendees	100 years

## ADMINISTRATIVE

File Description	Retention Period
Enquiries – emails	2 Years
Enquiries – mailing lists	1 Year
Complaints	2 Years
Refunds details (non-financial)	1 Year
Student Disciplinary records of an investigation that have a significant element of an allegation or report of abuse	Last action + 50 Years
Emails	2 Years