

UCM Data Retention Schedule

BUSINESS FUNCTION	DOCUMENT / DATA TYPE	RETENTION PERIOD
HR Functions	Curriculum Vitae	6 years after termination of contract unless ongoing litigation
	Passport	6 years after termination of contract unless ongoing litigation
	Application form	6 years after termination of contract unless ongoing litigation
	References	6 years after termination of contract unless ongoing litigation
	Medical History	6 years after termination of contract unless ongoing litigation
	Appraisal	6 years after termination of contract unless ongoing litigation
	Disciplinary	6 years after termination of contract unless ongoing litigation
	Grievance	6 years after termination of contract unless ongoing litigation
	DBS Check	6 years after termination of contract unless ongoing litigation
	Work Permit	6 years after termination of contract unless ongoing litigation
	TAX/NI Bank account details	6 years after termination of contract unless ongoing litigation
Emergency Contact Details	6 years after termination of contract unless ongoing litigation	
Student Enrolments & Continuous Development	Enrolment forms/data	Maximum of 11 years
	Medical details	Maximum of 11 years
	Attendance Register	Date of register + 6 years
	Discipline & behaviour records	Maximum 11 years
	Student records	Maximum 11 years
	Child protection files & records	DOB + until the student reaches the age of 26
Safeguarding concern log	Date of register + 2 years if no further action	
Governing Body	Governing body Meeting Agendas	Date of meeting + 3 years
	Governing body Meeting Minutes	Date of meeting + 3 years
	Reports presented to Governing body	Date of meeting + 3 years
	Action plans created & administered by Governing body	Date of meeting +3 years
	Policy documents created & administered by Governing Body	Expiry of policy
	Records relating to complaints dealt with by the Governing Body	Closure of file + 3 years
Annual reports	Permanent	
Principal & SLT	Log Books/Diaries	Date of last entry + 6 years
	SLT Meeting minutes	Date of meeting + 3 years
	Reports created by Principal or the management team	Date of report + 3 years
	Records created by management and other staff with administrative responsibilities	Date of report + 3 years

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	Correspondence created by management and other staff with administrative responsibilities	While current
	Professional Development plans - appraisals	Current year + 5 years
	UCM Development plans	Life of plan
Admissions & Enrolments	All records relating to UCM admissions & enrolment procedures	Maximum 11 years
	Unsuccessful applications	Current year + 1 year
	Proofs of address supplied by parents/guardians	Paper copies not retained
Operational Administration	General file series	Current year + 5 years
	Records relating to creation and publication of the UCM brochure & prospectus	Until updated
	Records relating to the creation and distribution of circulars to staff or students	Whilst required operationally
	Newsletter & other items with a short operational use	Whilst required operationally
	Visitors book & shining in sheets	Current year
Recruitment	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Whilst required operationally
	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Whilst required operationally
	Pre-employment vetting information – DBS checks	Whilst required operationally
	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Whilst required operationally
Operational Staff Management	Staff Personal File	Current year + 5 years
	Timesheets	Whilst required operationally
	Annual appraisal/ assessment records	Current year + 5 years
Management of disciplinary & grievance procedures	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Until the person’s normal retirement age ,or 10 years from the date of the allegation whichever is the longer.
	Disciplinary Proceedings	12 months
	Oral warning	As specified in terms and conditions of employment
	Written warning – level 1	As specified in terms and conditions of employment
	Written warning – level 2	As specified in terms and conditions of employment
	Final warning	As specified in terms and conditions of employment
Health & Safety	Health and Safety Policy Statements	Date superseded + 5 years
	Health and Safety Risk Assessments	Until superseded + 5 years.
	Records relating to accident/ injury at work	Date of entry / last entry in a register + 3 years.

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	Accident reporting - adults	Date of entry / last entry in a register + 3 years.
	Accident reporting - children	Date of birth of child + 25 years.
	Accident reporting - Control of Substances Hazardous to Health (COSHH)	Date of last action + 40 years.
	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	In case of any accident, incident or emergency date of incident + 40 years. OR Where no incidents, when superseded + 3 years.
	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Date of report + 2 / 50 years (see legislation for definitions of which records to keep for 2 and which for 50).
	Fire Precautions log books	Current year + 6 years
Risk Management & Insurance	Employer's Liability insurance certificate	Annual
Asset Management	Inventories of furniture and equipment	Current year
	Burglary, theft and vandalism report forms	Current year
Accounts and statements including budget management	Annual Accounts	Current year + 6 years
	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Current year
	Invoices, receipts, order books and requisitions, delivery notices	Current year or on completion of order
	Records relating to the collection and banking of monies	Current year + 6 years
	Records relating to the identification and collection of debt	Current year + 6 years
UCM Fund	Cheque Books	Current year + 6 years
	Paying in books	Current year
	Ledger	Current year + 6 years
	Invoices	Current year + 6 years
	Receipts	Current year
	Bank Statements	Current year + 6 years
	Journey books	Current year
School meals management	Free school meals register	Current year
Property Management	Plans of property	Until updated
	Records relating to the letting of UCM premises	Current year
Maintenance	All records relating to the maintenance at UCM carried out by contractors	Current year or while current
Student's educational record	Student's Educational Record required by the Education (Registration of Pupils) Regulations 2016	DOB + 25 years

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Exam Results	Exam module grades	7 years
	Exam results	Current year + 1
	Child protection information	DOB + 26 years
Attendance	Correspondence relating to authorised absence	As operationally required
Special Educational Needs (SEN)	SEN files, reviews & individual education plans	Date of birth of the student + 25 years
	Advice & information provided to parents regarding educational needs	Date of birth of the student + 25 years
	Accessibility strategy	Date of birth of the student + 25 years
Curriculum Planning	Curriculum Masterplan	Current year until updated
	Timetable	Current year
	Student attendance records	Current year + 1 year
Student welfare officer - issues	Referral forms	Live referrals – current year Other issues – kept in accordance with student's records retention period
DESC	Circulars and other information sent from DESC / central government	Current year
	Recording and responding to Freedom of Information requests made to CEC	Public – published response
Applications	Support of the curriculum	End of academic year or while operationally accessed by data subject
	Management Information System (MIS)	DOB + 25 years or if known legal issues for individuals, retention may be extended to fulfil legal obligations