

Statement of retention periods for personal data



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 **Data Retention 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 being achieved, 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 section of the college website.

Data retention 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
Coursework and assessment data relating to publicly accredited qualifications	3-10 years according to awarding-body requirements	Contractual requirements of Awarding Bodies
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 ESF	Until 31 December 2030 for enrolments between 2014 and 2020	ESF contractual requirements
Medical / health-related information relating to Noise at Work	40 years	Per the Control of Substances Hazardous to Health Regulations 1999
Medical / health-related information relating to the Control of Substances Hazardous to Health	40 years	Per the Noise at Work Regulations 1989
Medical / health-related information relating to exposure to ionising radiation	50 years	Per the Ionising Radiation Regulations 1985
Employment dates (when employee data are terminated, the name and employment dates will be recorded)	50 years	Public Interest (safeguarding)