

## **Rutland Adult Learning and Skills Service**

### **Policy**

#### **Document Retention Policy**

#### **CONTENTS:**

Policy Statement

What and for how long will the Service retain documentation?

General Data Protection Regulations

#### **Policy Statement**

Rutland Adult Learning and Skills Service (the Service) will retain all documents necessary to verify the delivery by itself or its subcontractors of provision funded by external agencies, including the Skills Funding Agency and the European Social Fund in line with the national and RCC GDPR policies.

#### **What and for how long will the Service retain documentation?**

The Service's requirements for document retention vary in accordance with the rules applicable to each type of funding, as follows:

#### **Adult Skills Budget and 16-18 Apprenticeships**

The Service's provision may be part-financed by the European Social Fund, therefore, all documents necessary to verify the delivery of the provision by the Service or its subcontractors, both paper-based and electronic, shall be retained until at least 31 December 2030.

This requirement includes learner data, evidence and documents; original invoices; management information returns; publicity and the Service's Equal Opportunities and Environmental and Sustainability policies. All IT systems are GDPR compliant and sharing of information will be in line with the national and RCC GDPR policies.

#### **Community Learning programmes funded by the Skills Funding Agency**

All documents necessary to verify the delivery of the provision by the Service or its subcontractors, both paper-based and electronic, shall be retained for a period of 6 years from the end of the financial year in which the last payment is made.

This requirement includes learner data, evidence and documents; original invoices and management information returns. We will retain, for 6 years, scanned copies of original registers and learner Enrolment forms. Paper copies will be phased out as scanned copies are saved. All IT systems are GDPR compliant and sharing of information will be in line with the national and RCC GDPR policies.

## General Data Protection Regulations

To meet the requirements of the General Data Protection Regulations and to ensure that personal information is processed lawfully and fairly, all of the Service's staff must adhere at all times to Rutland County Council's Data Protection Policy.

### RALSS INFORMATION STORED IN EITHER ARCHIVES OR ONLINE

Rutland Adult Learning and Skills retains all documents necessary to verify delivery of its service as per the conditions of funding agreements with both Central Government and European Parliament.

The Services requirements for document retention vary in accordance with the rules applicable to each type of funding and these are given in the schedules below.

We keep actions electronically and in physical form as per funding agreements,

Where actions are kept online, these are hosted off site in a GDPR database and access is restricted to password protection via the MIS manager.

Where physical copies are kept, they are in secure archive facility (previously Prison Cells) at OEP and are subject to regular disposal as per timed funding actions.

### ONLINE – ALL LEARNERS

PRIMARY ESFA funding	Details Kept and Storage	Length of Retention
Student Details inc: Contact Details DOB, NI, Ethnicity, Gender, Previous Quals ULNs Employment Details Benefits Disabilities	These are collected for Central Government as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored on a hosted MIS facility and all entry is password protected.	These have to be kept for seven years as per condition of funding from Central Government
PRIMARY European Funding	Details Kept and Storage	Length of Retention
Student Details inc: Contact Details DOB, NI, Ethnicity, Gender, Previous Quals ULNs Employment Details Benefits Disabilities	These are collected for European Social Funding as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored on a hosted MIS facility and all entry is password protected.	These have to be kept until 2030 as per condition of funding from Central Government
ACHIEVEMENTS	Details Kept and Storage	Length of Retention

Student achievements	These are collected for Central Government as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored on a hosted MIS facility and all entry is password protected.	These have to be kept for seven years as per condition of funding from Central Government
<b>APPRENTICESHIPS</b>	<b>Details Kept and Storage</b>	<b>Length of Retention</b>
Student Details inc: Contact Details DOB, NI, Ethnicity, Gender, Previous Quals ULNs Employment Details Benefits Disabilities	These are collected for Central Government as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored on a hosted MIS facility and all entry is password protected.	These have to be kept for seven years as per condition of funding from Central Government

**STORED IN THE ARCHIVES**

**PHYSICAL DOCUMENT RETENTION**

<b>PRIMARY ESFA funding</b>	<b>Details Kept and Storage</b>	<b>Length of Retention</b>
Student Details inc: Contact Details DOB, NI, Ethnicity, Gender, Previous Quals ULNs Employment Details Benefits Disabilities	These are collected for Central Government as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored in the archives in year sections and are destroyed once they are out of date.	These have to be kept for seven years as per condition of funding from Central Government
<b>PRIMARY European Funding</b>	<b>Details Kept and Storage</b>	<b>Length of Retention</b>
Student Details inc: Contact Details DOB, NI, Ethnicity, Gender, Previous Quals ULNs Employment Details	These are collected for European Social Funding as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored in the archives in year sections and	These have to be kept until 2030 as per condition of funding from Central Government

Benefits Disabilities	are destroyed once they are out of date.	
<b>ACHIEVEMENTS</b>	<b>Details Kept and Storage</b>	<b>Length of Retention</b>
Student achievements	These are collected for Central Government as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored in the archives in year sections and are destroyed once they are out of date.	These have to be kept for seven years as per condition of funding from Central Government
<b>Apprentices</b>	<b>Details Kept and Storage</b>	<b>Length of Retention</b>
Learner Records including: E Mails trail Assessor reports QA reports ILPs	These are collected for Central Government as a condition of funding. Students are made aware of the privacy notice and opt in is mandatory as per condition of funding. These are stored in the archives in year sections and are destroyed once they are out of date.	These are kept for three years

### Review History

Date	Reason for Review	Next Scheduled Review
Aug 17	Scheduled Review	Aug 18
March 18	GDPR compliance and scheduled	March 2020
Jan 2019	GDPR records and retention update	March 2020

**Policy Owner: Adult Learning and Skills Manager**