

Rutland Adult Learning and Skills Service

Document Retention Policy 2023-24



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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

The Service's provision may have been part-financed by the European Social Fund up until 2022, 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 7 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 (until the end of the EU contract).

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 documents electronically and in physical form as per funding agreements.

Where documents 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, although delivery has ceased since 2022.
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

APPRENTICESHIPS	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, although delivery has ceased since 2022

STORED IN THE ARCHIVES

PHYSICAL DOCUMENT RETENTION

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 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 but are now scanned to a secure filing system so physical storage will be phased out from 2020
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 in the archives in year sections and are destroyed once they are out of date.	These have to be kept until 2030 as per condition of funding from Central Government and are still largely retained in the secure archive. Other evidence is stored electronically on the remote MIS system
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 in the archives in year sections and	These have to be kept for seven years as per condition of funding from Central Government but are now scanned to a secure filing system so physical storage will be phased out from 2020

	are destroyed once they are out of date.	
Apprentices	Details Kept and Storage	Length of Retention
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 unless co-funded by ESF and retained until 2030

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
March 2020	Scheduled Review	March 2022
Aug 2022	Scheduled Review	Jul 24
Aug 2023	End of Sub-Co	Jul 24

Policy Owner: Adult Learning and Skills Manager