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Data Retention Policy

Change Control

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Revision History

Version	Type	Date	History
1.1	Revision	18.02.19	Amendments to reflect rebranding of The Institute to the TEC Partnership
1.2	Revision	19.11.20	Updated to reflect: <ol style="list-style-type: none"> 1. merger with East Riding College and legal name change to TEC Partnership 2. formal adoption of EU GDPR to UK GDPR

This policy applies to TEC Partnership and incorporates the trading styles of Grimsby Institute, East Riding College, Scarborough TEC, Skegness TEC, The Academy Grimsby, NET UK and all wholly owned subsidiary companies of TEC Partnership including Modal Training, Support Staff Services and Grimsby College Trading.

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TEC Partnership Data Retention Policy

1 POLICY

- 1.1 TEC Partnership must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and related legislation (together, "**Data Protection Laws**").
- 1.2 This Retention Policy should be read in conjunction with the TEC Partnership's Data Protection Policy, which sets out the TEC Partnership's overall approach to data protection matters and sets out the rationale for why a Retention Policy is required for personal data.
- 1.3 TEC Partnership is under a legal obligation only to keep personal data for as long as The Institute needs it. Once The Institute no longer needs personal data, The Institute will securely delete it. The Institute recognises that the correct and lawful treatment of data will maintain confidence in The Institute and will provide for a successful working environment.
- 1.4 This Policy applies to all Institute employees, consultants, contractors and temporary personnel hired to work on behalf of TEC Partnership ("**TEC Partnership Personnel**").
- 1.5 All TEC Partnership Personnel with access to personal data must comply with this Retention Policy.
- 1.6 TEC Partnership Personnel should read this Retention Policy carefully. All TEC Partnership Personnel must comply with it at all times. If TEC Partnership Personnel have queries regarding this Retention Policy, they should consult their manager and/or the Data Protection Officer. TEC Partnership Personnel are advised that any breach of this Retention Policy will be treated seriously and may result in disciplinary action.
- 1.7 TEC Partnership Personnel will receive a copy of this Policy when they start and may receive periodic revisions of this Policy. This Policy does not form part of any TEC Partnership Personnel's contract of employment and the TEC Partnership reserves the right to change this Policy at any time. All TEC Partnership Personnel are obliged to comply with this Policy at all times.

2 ABOUT THIS POLICY

This Retention Policy explains how the TEC Partnership complies with its legal obligation not to keep personal data for longer than needed and sets out when different types of personal data will be deleted. In particular, it sets out details of the TEC Partnership's policies for the retention of Special Category personal data.

3 DATA RETENTION PERIODS

- 3.1 The TEC Partnership has assessed the types of personal data it holds and the purposes the TEC Partnership use it for. Data Retention Schedules show the retention periods that the TEC Partnership has set for the different departments, and the different types of data they each hold.

3.2 If any member of TEC Partnership Personnel considers that a particular piece of personal data needs to be kept for more or less time than the period set out in this policy, they should contact their manager and/ or the Data Protection Officer for guidance.

4 RETENTION PERIODS FOR DIFFERENT CATEGORIES OF DATA

4.1 Defined retention periods are set as per category of data in relation to each department's data requirements and category of personal data as specified in the Data Retention Schedules.

5 CHANGES TO THIS POLICY

The TEC Partnership reserves the right to change this policy at any time.