



EduDiverse

Data Retention Policy



Data Retention Policy

Introduction & Purpose

This policy is the Data Retention Policy for EduDiverse which applies to anyone working on behalf of EduDiverse including paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practise and sound procedures.

Policy Principles & Values

EduDiverse will establish and adhere to standard retention times for categories of information held on the records of job applicants, existing and former employees, workers and contractors.

EduDiverse will base the retention times on business need taking into account any relevant professional guidelines and a risk analysis approach.

EduDiverse will assess who in EduDiverse is responsible for the retention of employment and student records.

EduDiverse will ensure information is not retained beyond the standard retention times unless there is a sound business reason for doing so.

If EduDiverse is justified in holding any information on an employee's criminal conviction, we will ensure that the information is deleted once the conviction is spent under the Rehabilitation of Offenders Act 1974.

EduDiverse will ensure that records which are to be disposed of are securely and effectively destroyed.

EduDiverse will keep under review the arrangements for dealing with old records to ensure they are securely disposed of and advise anyone holding records of these arrangements for disposal.

EduDiverse will never assume that the 'delete' key on a computer-based system necessarily removes a record from the system and we will check that computer records are actually removed.

EduDiverse will ensure that computer equipment that has held records is never sold on unless it is certain that the records have been fully removed.

Procedures

Types of Contractee/Employee data that we hold: Personnel and training record, these may include:

- Qualifications/references
- Eligibility to work documentation, for example photocopies of passport, visas etc



- Annual assessment reports
- Job history
- Resignation, termination and/or retirement letters
- Disciplinary matters
- Travel and subsistence
- Grievance procedures

Recruitment records

EduDiverse will ensure that no recruitment record is held beyond the statutory period in which a claim arising from the recruitment process may be brought unless there is a clear business reason for exceeding this period

EduDiverse will carefully consider what information contained on an application form is to be transferred to the employee's employment record and we will not retain information that has no bearing on the ongoing employment relationship

EduDiverse may keep an unsuccessful applicant's data on file in case there are future employment opportunities for which they may be suited. We will ask for consent before we keep data for this purpose and such consent, if given, may be withdrawn at any time.

Format and location

Most records will be held in electronic format. Please keep us informed if your personal information, such as your home address, changes during your working relationship with us. If you want to review your information that may be subject to change, please contact EduDiverse info@edudiverse.co.uk

Working Time Regulations 1998 These may include

- Contract hours
- Time sheets/invoices for opted out workers
- Health assessment records for Associates Payroll and wage records These may include
- Details on overtime
- Rate of pay
- Expenses
- Court orders
- Student loan plan
- Bank details



- Motor and travel insurances
- Pension and auto-enrolment details

Maternity records – if employed These may include

- Maternity payments
- Dates of maternity leave
- Period without maternity leave
- Maternity certificates showing the expected week of confinement

Types of student data that we hold: Personal data, this may include:

- Name
- Address
- Emergency contact details
- Previous school(s) attended
- Date of birth
- Prior educational attainment
- EHCP information
- Reports from other professionals
- School year
- Photos/videos of students completing activities (parent/carer permission consent required)
- Notes of any safeguarding concerns
- Medical information including diagnoses and allergies

Types of student's parents/legal guardians' data that we hold: Personal data, this may include:

- Name
- Address
- Phone number(s)
- Email address



This policy was last reviewed on:

Date: 01/09/2025

Signed: James Ranson