

Skills People Group

QUALIFICATIONS & TRAINING



Document Retention Policy



Document Retention Policy



Skills People Group

1. Introduction

Skills People Group consists of the following companies.

- *Construction Skills People*

The company is required to collect and retain information about employees, learners and third parties to comply with:

- Funding rules
- Awarding Organisation requirements
- Government organisations
- HM Revenues and Customs
- Accounts and Internal Audit
- Recruitment

2. Why the company retain Data:

At the heart GDPR, is the principle that the company should only collect **and retain data as long as we need it**. Article 5 of the act, states that data must be 'collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes'. as such, the following principles apply to data retention.

3. Policy

This policy stipulates the reasons why we retain data:

a. Funded Learning

Where provision has been funded using funds from the Adult Education Budget (AEB) or funded using European Social Fund (ESF) monies which come direct from the European Union (EU) which are both managed by the Education and Skills Funding Agency (ESFA) This company is required under the European Social Fund (ESF): 2014-2020 to retain documents for the following reasons and retention periods:

The EC or other programme authorities will audit evidence relating to the ESF contract to support the payments made. Additionally, the European Court of Auditors may audit up to 2030. All supporting documentation evidencing the delivery of the ESF project must be kept for a period of three years from 31 December following the submission of the accounts in which the expenditure of the programme is included.

The retention of Documents date is currently 31st December 2034 however, the company will be notified of any change to this date.

At the point of the document retention date, before any ESF project

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documentation is destroyed, a check should be made of the GOV.UK website and/or with the Managing Authority to ensure it is safe to do so.

Awarding Organisation

The companies' retention periods are set to comply with awarding organisation requirements and government guidance.

Specific retention periods are stipulated by the relevant awarding organisation to meet their requirements.

Retention periods include:

- Learner assessment evidence and records including registration and certification
- Appeals
- Malpractice investigations

After this period, the documentation will be securely destroyed.

c. HM Revenues and Customs

The company adhere to the default standard retention period for HMRC records which is 6 years plus current, otherwise known as 6 years + 1. This is defined as 6 years after the last entry in a record followed by first review or destruction to be carried out in the additional (=1) accounting year.

d. Accounts Internal Audit

To ensure the company audit requirements are met, financial information associated with the audit of its year end final accounts are retained for 7 years.

e. Human Resources

The company retains personal information to fulfil the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data the company consider: the nature, and sensitivity and potential risk of harm from unauthorised use or disclosure.

In some circumstances, the company may anonymise information so that is no longer "in a form which permits identification of data subjects." The company may retain anonymised information for research or statistical purposes in compliance with Data Protection Act 2018.

4. Document disposal

Documents are securely disposed of annually where applicable.

5. Review of retention periods

The company review their retention periods on an annual basis unless, there is a potential for a significant impact on individuals. The company also review personal data if any individual requests this under their 'right to erasure of personal data' that is no longer needed for specified purposes.

6. Compliance

Compliance of the policy is periodically checked by an internal company auditor.

Document Control

Date of change	Version	Overview of amendment	Amended by / Job title	Approved by	Approval date
26-05-17	4	Policy revised, and cover sheet added	Sharon Lawrence (Director)	A Warham	26-05-17
07-12-18	5	Retention periods reviewed and updated	Julie Lawton (Quality Manger)	T Armstrong	07-12-18
05-07-19	6	Section 3 Policy Requirements, subsection b – Awarding Organisations retention of data	Julie Lawton (Quality Manger)	T Armstrong	05-07-19
24-06-20	7	Reviewed; no amendments made	Sarah Booth (HR Assistant)		
28-06-2021	8	Reviewed; no amendments made	Perry Adams (HR Advisor)	B Knowles – Head of Quality and Performance	17.08.2021
23/08/2022	9	Full review. Document retention date changed to 21 st December 2034 on page 2	B Knowles – Head of Quality and Performance	B Knowles – Head of Quality and Performance	23/08/2022
19/10/2022	10	Document retention date changed to 31 st December 2034 on page 2. Further information added on page 2 regarding checks before ESF documentation is destroyed.	B Knowles – Head of Quality and Performance	B Knowles – Head of Quality and Performance	19/10/2022
04/12/2023	11	Annual Policy Review Training Futures and C&G logos removed. ESF logo removed.	B Knowles (Head of Quality)	Sacha McCarthy (Director of Quality & Operations)	04/12/2023