

FE Sussex Retention Policy

(V1 25th May 2018)

1 POLICY

- 1.1 FE Sussex will comply with the provisions within the General Data Protection Regulation (GDPR), the subsequent Data Protection Act 2018, and related legislation, in respect of its processing of personal data,
- 1.2 This Retention Policy should be read in conjunction with the FE Sussex Data Protection Policy, which sets out the company's overall approach to data protection.
- 1.3 FE Sussex is under a legal obligation only to keep personal data for as long as required. Once FE Sussex no longer requires the personal data, it must be securely deleted or destroyed.
- 1.4 This Policy applies to all FE Sussex employees, consultants and contractors engaged to work on behalf of FE Sussex. All those with access to personal data must comply with this Retention Policy at all times.

2 ABOUT THIS POLICY

- 2.1 This Retention Policy explains how FE Sussex complies with its legal obligation not to keep personal data for longer than required and sets out when different types of personal data will be deleted.

3 DATA RETENTION SCHEDULE

- 3.1 FE Sussex has assessed the types of personal data that it holds and the purposes it uses it for. The table below documents the retention periods that FE Sussex has set for the different types of data it holds for its members and subscribers.
- 3.2 A separate retention schedule is held internally by FE Sussex for personal data held for its own employees, consultants, suppliers and connection funding organisations.

Type of data	Retention period
Names, email addresses, and telephone numbers of members, stakeholders and subscribers to FE Sussex	Personal data will be held until individuals unsubscribe from FE Sussex, or until FE Sussex is made aware that employees have departed a member college. Data will be deleted within one month of FE Sussex being made aware.
Names, email addresses, and telephone numbers of named contacts on AoC projects	Personal data will be held on contracts, financial records, and funding claims for the duration of each project, and for as long as the funder requires documentation to be retained. Thereafter, all documentation will be securely destroyed and deleted.

4 CHANGES TO THIS POLICY

- 4.1 FE Sussex reserves the right to change this policy at any time.