



# Data Retention and Disposal Policy

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| Policy Name: Data Retention and Disposal Policy | Policy No: 148001                                |
| Approved Date: June 2023                        | Review Date: June 2025                           |
| Approved by: College Leadership Team            | EqIA Completed: Yes                              |
| Author: Data Protection Officer                 | Monitoring & Evaluation: College Leadership Team |

## 1 Introduction

- 1.1 A Data Retention Policy forms an essential part of the personal data lifecycle. Data shall be maintained for as long as there is an operational or legal need. The length of time it will be retained will be set out in the Data Retention Schedule below.
- 1.2 This policy addresses the requirements surrounding Data Retention as set out by the GDPR policy and the regulations detailed within and how Petroc meets its obligations to individuals and the law regarding the retention of personal data.

## 2 Purpose and Scope

- 2.1 This document serves to inform all staff members who process personal data on behalf of Petroc.

2.2 The purpose of this policy is to:

2.2.1 Minimise the retention of personal data, which is processed and subsequently deleted, in accordance with the Data Retention Schedule. It should be read in conjunction with the Data Retention Schedule.

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#### 3.4 All records that are di