

GDPR Records Management and Retention Schedule

Last updated: Nov-19

Function	Activity	Information/ Data type	Location/ Form	Retention period	Owner	Legislation	Comments
External relations	Alumni Admin	Personal Core Data (Name, email, phone, address, course taken, final grade/ award)	Web server	Permanent	Head of Digital Development	GDPR	
External relations	Enquiry handling	Prospective student enquiries	EMS/ Email	Current Academic year + 1Y	Head of Registry	GDPR	
External relations	Enquiry handling	Press and Media enquiries	EMS/ Email	Current Academic year + 1Y	Head of Marketing		
External relations	Enquiry handling	Subject Access Request + responses	Email	Date of last responses + 3Y	Data Manager	GDPR	
External relations	Events handling	Administration - planning, details, invitations	TBC	Event date + 2Y	Head of Marketing		
External relations	Events handling	Attendees lists	TBC	Event date + 2Y	Head of Marketing/ Head of Registry		
External relations	Events handling	Brochures/ leaflets/ advertising	TBC	Event date + 2Y	Head of Marketing		
External relations	Liaison with external bodies	Correspondence, meeting minutes	Email/ Office Doc	End of relationship + 3Y	General Manager (on half of CEO/Managing Director)		
External relations	Partnership	Documents relating to Partner University liaison	Email/ Office Doc	While current	General Manager (on half of CEO/Managing Director)		
School operations	Security	CCTV footage	Penn street	rolling 30 days	Head of Music School and Facilities/ Deputy School Manager (Facilities)		
School operations	Insurance	Records of insurance claims	TBC	Date of claim + 6Y	Head of Music School and Facilities		Handed by Managing Director
School operations	Student Administration	Records relating to formal student complaints, appeals	TBC	End of action + 6Y	Head of Music School and Facilities		
School operations	Student Administration	Records relating to disciplinary action	TBC	End of action + 6Y	Head of Music School and Facilities		
School operations	Health and safety	Parental Consent forms	Head of Music School office,	End of course + 1Y	Head of Music School and Facilities/Data Manager		
School operations	Facilities management	Studio setup/ Komplete/ Promotions/ Mastering Tracker	G drive	3Y	Deputy School Manager (Music School)		
School operations	School operations	PB assistants calendar	G drive	1Y	Head of Music School and Facilities		
School operations	School operations	Staff roster	Local server	1Y	Head of Music School and Facilities		
School operations	School operations	Sign-in sheet, certificate, invoice/ delivery note	Deputy School Manager (Facilities) office	TBC	Deputy School Manager (Facilities)		
School operations	School operations	Admin overall spreadsheet	OneDrive	2Y	Deputy School Manager (Music School)		
School operations	Student Support	Student difficulties	OneDrive	Last day of study + 1Y	Senior Studio Assistant		
School operations	Student progression	Exams	OneDrive	TBC	Deputy School Manager (Music School)		Retention: While current
School operations	School operations	College contacts	Local server	While current	Head of Music School and Facilities		Largely the same as Staff roster
Admission	Recruitment and Outreach	Open Day registrations/ Tour 2018		End of event + 1Y	Head of Registry		
Admission	HE course Applications	Application trackers		Current programme + 6Y	Head of Registry		
Admission	HE course Applications	Applications for HE courses - successful students		Held as part of Cohort list + Student core records	Head of Registry		
Admission	HE course Applications	Refusal rate tracker		Current programme + 6Y	Head of Registry		
Admission	HE course Applications	Applications for HE courses - unsuccessful students		Date of decision + 1Y	Head of Registry		
Admission	Practical courses applications	Application details (Non-HE, Ibiza, summer school, weekend)		Last day of study + 1Y	Head of Registry		

Admission	Practical courses applications	Student details (Non-HE, Ibiza, summer school, weekend)		Last day of study + 1Y	Head of Registry		
Admission	Tier 4 application	Visa tracker		End of student's sponsorship	Head of Registry		
Admission	Tier 4 application	International Student folder		End of student's sponsorship	Head of Registry		
Admission	Student Support	SLC payment tracker		Last day of study + 3Y	Head of Registry		
Admission	Student administration	FE to HE online tracker		Current programme + 3Y	Head of Registry		
Admission	Student recruitment	Waiting list		3Y	Head of Registry		
Education	Quality Assurance	Annual monitoring reports		Current programme + 10Y	Head of Quality		
Education	Quality Assurance	Committee minutes		Current programme + 3Y	Head of Quality		
Education	Student administration	Registration list		Last day of study + 6Y	Student Services		
Education	Student administration	Student Cohort list + withdrawal trackers	G drive (now OneDrive)	Last day of study + 6Y	Student Services		
Education	Student administration, HESA returns	Student Core Records	Web server	Initiate archive review after 6Y	Student Services		
Education	Data returns	Data returns prep sheets		Date of returns + 3Y	Data Manager	Statutory returns	
Education	Student Support	Disabilities Records		Last day of study + 1Y	Admissions Officer		
Education	Student Support	Counselling appointment sheets	OneDrive	Last day of study + 1Y	Admissions Officer		
Education	Student engagement	Attendance records	Web server	Current programme + 3Y	Student Services/Head of Digital Development		
Education	Student engagement	Online student engagement		Current programme + 3Y	Student Services		
Education	Course monitoring	Instructor Feedback for PDC		Current programme + 3Y	Head of Education and Development		
Education	Course monitoring	Instructor engagement reports		Current programme + 3Y	Head of Education and Development		
Education	Course monitoring	Module feedback	Web server	Current programme + 3Y	Data Manager/Head of Digital Development		
Education	Course monitoring	Instructor training		Current programme + 3Y	Student Services		
Education	Student progression	Student assignment on VLE	Web server	Initiate archive review after 1Y	Head of Digital Development		
Education	Student progression	Assessment grades	Web server	Last day of study + 6Y	Student Services/Head of Digital Development		
Education	Student progression	Assessment feedback	Web server	Last day of study + 6Y	Student Services/Head of Digital Development		
Education	Student progression	Assessment Board Mark Sheet (Tier 1 & 2)	G drive	Last day of study + 6Y	Student Services/Head of Digital Development		
Education	Student progression	Moderation Sheets	Local server	Current programme + 3Y	Student Services		
Education	Student progression	External Examiner's reports	Local server	Current programme + 3Y	Student Services		
Education	Student progression	Master Confirmation Sheet (Pass lists & awards lists)	Local server	Permenant	Student Services		
Education	Student Achievement	Transcript and certificates	Penn street	Permenant	Student Services		
Education	Student Achievement	BTEC, MDX certificate spreadsheet	G drive	Last day of study + 6Y	Student Services		
Curriculum	Consent	Student consent form	Sharepoint	While current	Head of Education and Development		
Curriculum	Course development	Development agreement form		While current	Head of Education and Development		
Curriculum	Course development	Developer tracker	G drive	While current	Head of Education and Development		
Curriculum	Staff communication	PB instructors email list		Permanent	Head of Education and Development		

Marketing	Marketing	Marketing plan		3Y	Head of Marketing		
Marketing	Marketing	Student Success tracker		While current	Head of Marketing		
Marketing	Marketing	Student Talent Spreadsheet		While current	Deputy School Manager (Music School)		
Marketing	Press release	Magazines and newspapers cuttings/ clippings		Initiate archive review after 1Y	CEO		
Marketing	Publicity	Filming/ photography release form		While current	Head of Marketing/Assistants		
Marketing	Publicity	Media files (Video, Photos, sound clips)		Initiate archive review after 1Y	Head of Marketing		
Marketing	Records label	Publishing contracts	Local server/ PDF	While current	Head of Marketing		
Human Resources	Staff admin	Instructors' contracts	Head of Music School office	End of contract + 1Y	Head of Music School and Facilities		
Human Resources	Staff admin	Instructors' details	Local server	End of contract	Head of Music School and Facilities		
Human Resources	Staff admin	DBS checks (Instructors)	Head of Music School office, local server	End of contract	Head of Music School and Facilities		
Human Resources	Recruitment	Job applications (Successful applications)		Held as part of successful applicant's core staff record	Various	GDPR	
Human Resources	Recruitment	Job applications (Unsuccessful applications)		Closing date for vacancy + 1Y	Various	GDPR	
Human Resources	Recruitment	Unsolicited job applications		while applicable	Various	GDPR	
Human Resources	Recruitment	Job applications (potential applicants for future opportunities)		while applicable	Various	GDPR	
Human Resources	Recruitment	Vacancy advertisements and job descriptions		Held as part of successful applicant's core staff record	Various	GDPR	
Human Resources	Recruitment	DBS checks		Completion of checks + 1Y	Finance Officer	GDPR; CRB recommendation	
Human Resources	Staff admin	Core Staff Records (Personal details including contact details, job applications correspondence, jobs history with Point Blank, salary records, employment contract)		Permanent	General Manager	GDPR; Limitation Act 1980	
Human Resources	Staff admin	Staff's emergency contact details		While current	General Manager	GDPR; Limitation Act 1980	
Human Resources	Staff admin	Staff's bank details		While current	Managing Director	GDPR; Limitation Act 1980	
Human Resources	Staff admin	Annual appraisals and work performance related records		End of employment + 6Y	General Manager	GDPR	
Human Resources	Staff admin	Correspondence relating to promotions, disciplinary, grievance or other HR related matters		End of employment + 6Y	General Manager	GDPR	
Human Resources	Staff admin	Administrations of an employee's contractual holiday (annual leave) entitlement		End of employment + 6Y	General Manager	GDPR	
Human Resources	Staff admin	Administrations of an employee's absence due to sickness		End of employment + 6Y	General Manager	GDPR	
Human Resources	Staff admin	Administration of an employee's parental leave		Birth/adoption of child + 6Y	Managing Director	GDPR	
Human Resources	Staff admin	Administration of an employee's special leave (e.g. compassionate, study)		End of employment + 6Y	Managing Director	GDPR	
Human Resources	Staff admin	References provided by Point Blank to third parties about an employee		End of employment + 6Y	General Manager	GDPR	
Human Resources	Staff admin	Administration of pay reviews		End of employment + 6Y	Managing Director	GDPR	

Finance	Audit	Financial audits and actions		Completion of audit + 10Y (may be longer depending on actions)	General Manager (on behalf of Managing Director)	Limitation Act 1980	
Finance	Cash management	BACS reports + receipts		CFY + 6Y	General Manager (on behalf of Managing Director)	VAT Act 1994	
Finance	Cash management	Bank statements		CFY + 6Y	General Manager (on behalf of Managing Director)	Taxes Management Act 1970, VAT Act 1994	
Finance	Cash management	Petty cash records (Online)		CFY + 6Y	General Manager (on behalf of Managing Director)	Limitation Act 1980, VAT act 1994	
Finance	Accounting	Invoices, credit notes, staff expenses, purchase ledgers		CFY + 6Y	General Manager (on behalf of Managing Director)	Taxes Management Act	
Finance	Accounting	Student accounts and tuition fee records		Student graduation + 6Y	General Manager (on behalf of Managing Director)		
Finance	Accounting	Sales invoices, credit notes, requisitions, sales ledgers		CFY + 6Y	General Manager (on behalf of Managing Director)	Taxes Management Act 1970, Limitation Act 1980, VAT Act 1994	
Finance	Management accounting	Preparation and monitoring of annual operating budgets		CFY + 6Y	General Manager (on behalf of Managing Director)		
Finance	Management accounting	Employees' payroll records		CFY + 6Y	General Manager (on behalf of Managing Director)		
Finance	Management accounting	Maternity pay records		CFY + 3Y	General Manager (on behalf of Managing Director)		
Finance	Management accounting	Statutory Sick pay records		CFY + 3Y	General Manager (on behalf of Managing Director)		
Finance	Management accounting	Employers' contributions to pensions schemes for its employess		End of employment + 75Y	General Manager (on behalf of Managing Director)	1980 c 58 s 32	
Finance	Management accounting	Employees' contributions to pensions schemes		End of employment + 75Y	General Manager (on behalf of Managing Director)	1980 c 58 s 32	
Finance	Tax management	Annual TAX returns (including VAT)		CFY + 6Y	General Manager (on behalf of Managing Director)	VAT Act 1994	
Finance	Management accounting	Records documenting standing orders, direct debits		Life of instruction + 6Y	General Manager (on behalf of Managing Director)	1980 c 58 s 5	
Finance	Management accounting	Records documenting the opening, closure and routine administration of bank accounts		Closure of account + 6Y	General Manager (on behalf of Managing Director)	1980 c 58 s 5	