

DATA RETENTION SCHEDULE

UPDATED 17th January 2019				
Data Subject		Subsets	Data Included	Retention Period
1. Candidate	1	Required to reproduce certificates/respond to enquiries	Name, DOB, ULN, Gender, National Centre No, Candidate ID, external ID - e.g. student in school, Centre No, Date of exam, Qualification grade, level, result, absent	Indefinite
	2	All other personal and sensitive data	Evidence of ID, Address, email, telephone number, gender, ethnicity,	6 years then delete
	3	Special needs	Special needs - application, documentation, including medical evidence.	3 years then delete
	4	Exam data	Exam scripts, submitted material, mark sheets, signature capture sheets, audio files, video files, Arts Award Summary Sheets	On site - electronic or paper but not both - 6 months then paper copies to off site then both electronic and paper destroyed after 3 years.
	5	SELT exam data	Exam scripts, submitted material, mark sheets, signature capture sheets, audio files, video files, voice sample, scan of ID.	Duration of concession plus 2 years.
	6	Clerical review/Remarks/appeals/complaints	All data pertaining to the request/investigation- should all be kept electronically	6 years then delete
	7	Arts Award Advisors	As per 1 and 2 above plus work sector, experience to date, Local Authority (extracted from postcode)	Result is kept indefinitely as per candidate results.
2. Applicant				
	1	Parent/guardian, Administrator/teacher, Proposed candidate, LAR/National Rep	Applicant & candidate enrolment information & consent	Exam session + 6 months - electronic or paper
	2	Music online		Exam session + 6 months. Delete account 2 years after no activity
3. Examiners, moderators, markers, Arts Award trainers, Arts Award Support Panels				
	1	Pre-appointment	Application, interview documentation	Application + 6 months if not appointed
	2	Recruitment	Contact information, application form/CV, evidence of qualifications, references, DBS records	Contract duration + 6 years then delete
	3	Training & standardisation	Training assessment results	Contract duration + 6 years then delete
4. National and local reps				
	1		Contact information, performance information	Contract duration + 6 years. Delete TOL account 2 years after no activity
5. Centre				
	1	Centre and venues plus accountable contact who signed the contract	Contact and venue information. Management of performance e.g. inspections, support visits	Contract duration + 6 years
	2	Representative	Contact information - not necessarily the accountable contact	Contract duration + 6 years
	3	Exam delivery	Appointment sheets, mark sheets, reports, comments	Exam session + 6 months then destroy securely
	4	Support visit	Records of support visits	Contract duration + 6 years

6. Teacher	1		Contact information	Indefinite
7. Ad hoc appointments	1	Stewards	Contact information	3 years after last use
	2	Video/photo models	Contact information. Copyright release.	Indefinite
8. Marketing recipients	1	Includes Arts Award Advisors, Alumni, teachers, applicants, music on line applicant, business prospects.	Contact information & interests	Indefinite unless unsubscribed
9. Staff	1	Applicants	Application, interview documentation and right to work documentation	Application + 6 months if not appointed
	2	Employees	Personal information, qualifications, DBS, employment details, right to work documentation	Retirement + 6 years
	3	Casual	Personal information, employment details, right to work documentation	Final use + 6 years
	4	Agency workers	Application, interview documentation and right to work documentation	Final use + 6 months
10. Contractors	1	Item writers, inspectors, content contributors	Contact information, bank details	Contract duration + 6 years
11. Suppliers	1		Contact information, banking details	Contract + 6 years
12. Key contracts (SELT, Tfl)	1		Contact information	Indefinite
13. Music authors/composers	1	Copyright holders	Contact information, bank details	Death + 70 years
14. Financial Transaction information	1		All documentation relating to any financial transaction from any source	6 years then destroy