



AoC Retention Policy

1 POLICY

- 1.1 The Association of Colleges (AoC) 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 AoC's Data Protection Policy, which sets out the AoC's overall approach to data protection.
- 1.3 AoC is under a legal obligation only to keep personal data for as long as AoC needs it. Once AoC no longer requires personal data, it must be securely deleted or destroyed.
- 1.4 This Policy applies to all AoC employees, consultants, contractors and temporary personnel hired to work on behalf of the AoC, and those with access to personal data must comply with this Retention Policy at all times.

2 ABOUT THIS POLICY

This Retention Policy explains how the AoC 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 AoC has assessed the types of personal data that it holds and the purposes it uses it for. The table below sets out the retention periods that the AoC 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 AoC for personal data held for its own employees, contractors, consultants, suppliers,

and funders.

Type of data	Retention period
Names, email addresses, and telephone numbers of members, stakeholders and subscribers to AoC	Personal data will be held until individuals unsubscribe from AoC, or until AoC is made aware that employees have left a member college. Data will be deleted within one month of AoC 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

AoC reserves the right to change this policy at any time.