

Data Retention Policy

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

This policy outlines the principles governing the retention and disposal of data collected and held by Cresconova Labs. It ensures compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, promotes efficient data management, and safeguards sensitive information from unauthorised access, loss or misuse.

2. Scope

This policy applies to all staff, students, parents, and third parties interacting with Cresconova Labs. It pertains to all personal and sensitive data collected, stored, and processed by the Academy.

3. Retention Periods

Data is retained only for as long as necessary to fulfil its purpose, meet legal requirements, and address operational needs. The following retention periods apply:

Data Category	Retention Period	Legal/Operational Justification
Student Records	Up to 3 years after the student leaves	For enquiries, audit, or safeguarding follow-up
Safeguarding Records	Until the child reaches 25 years old	In line with best practice and potential legal claims
Staff Records	Up to 6 years after termination of employment	Employment law limitation periods
Financial Records	6 years	Required by HMRC and Companies Act 2006
Health & Safety Records	6 years from end of relevant year	Limitation Act 1980

General Correspondence	3 years	Unless retention is necessary for a specific purpose
CCTV Footage	Maximum 30 days	Extended only if required for an investigation or legal process.

4. Secure Disposal

Data that exceeds its retention period will be securely destroyed using appropriate methods, such as secure deletion for digital files, to ensure confidentiality. Typically, we do not store paper records, but in the event we do, these will be disposed of by shredding.

5. Data Protection Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure, where applicable
- Object to or restrict processing in certain circumstances

Requests can be made by contacting the Data Protection Officer (see Section 8). All requests will be handled in accordance with the UK GDPR and the Academy's Data Protection Policy.

6. Exceptions

In cases of ongoing legal proceedings, investigations, or regulatory inquiries, the Academy may retain relevant data beyond the standard retention period until those matters are resolved.

7. Review and Updates

This policy will be reviewed annually or earlier if necessary due to legislative or operational changes. Any updates will be communicated to stakeholders promptly.

8. Contact Information

For inquiries about this policy or to exercise your data protection rights, please contact Cresconova Academy's Data Protection Officer at legal@cresconovalabs.org.