ACQUIRE LEARNING COLLEGE LTD
Data Retention Policy
22.01.2026

1. **Introduction**

This Policy sets out the obligations of Acquire Learning College Ltd, a company registered in United Kingdom under number 10181287, whose registered office is at Atlas House, Attercliffe Road, Sheffield, England, S4 7WZ ("the Company") regarding retention of personal data collected, held, and processed by the Company in accordance with the Data Protection Legislation. "Data Protection Legislation" means all legislation and regulations in force from time to time regulating the use of personal data and the privacy of electronic communications including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation.

The Data Protection Legislation defines "personal data" as any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

The Data Protection Legislation also addresses "special category" personal data (also known as "sensitive" personal data). Such data includes, but is not necessarily limited to, data concerning the data subject's race, ethnicity, politics, religion, trade union membership, genetics, biometrics (if used for ID purposes), health, sex life, or sexual orientation.

Under the Data Protection Legislation, personal data shall be kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. In certain cases, personal data may be stored for longer periods where that data is to be processed for archiving purposes that are in the public interest, for scientific or historical research, or for statistical purposes (subject to the implementation of the appropriate technical and organisational measures required by the Data Protection Legislation to protect that data).

In addition, the Data Protection Legislation includes the right to erasure or "the right to be forgotten". Data subjects have the right to have their personal data erased (and to prevent the processing of that personal data) in the following circumstances:

a) Where the personal data is no longer required for the purpose for which it was originally collected or processed (see above);

b) When the data subject withdraws their consent;

c) When the data subject objects to the processing of their personal data and the Company has no overriding legitimate interest;

d) When the personal data is processed unlawfully (i.e. in breach of the Data Protection Legislation);

e) When the personal data has to be erased to comply with a legal obligation; or

f) Where the personal data is processed for the provision of information society services to a child.

This Policy sets out the type(s) of personal data held by the Company for necessary purposes, the period(s) for which that personal data is to be retained, the criteria for establishing and reviewing such period(s), and when and how it is to be deleted or otherwise disposed of.

For further information on other aspects of data protection and compliance with the Data Protection Legislation, please refer to the Company's Data Protection Policy.

2. Aims and Objectives

2.1 The primary aim of this Policy is to set out limits for the retention of personal data and to ensure that those limits, as well as further data subject rights to erasure, are complied with. By extension, this Policy aims to ensure that the Company complies fully with its obligations and the rights of data subjects under the Data Protection Legislation.

2.2 In addition to safeguarding the rights of data subjects under the Data Protection Legislation, by ensuring that excessive amounts of data are not retained by the Company, this Policy also aims to improve the speed and efficiency of managing data.

3. Scope

3.1 This Policy applies to all personal data held or controlled by the Company for necessary purposes and by third-party data processors processing personal data on the Company's behalf.

3.2 Personal data, as held by the Company is stored in the following ways and in the following locations:

a) In the web-based system stored on the servers of our supplier Microsoft Corporation;

b) Computers permanently located in the Company's premises situated at Atlas House, Attercliffe Road, Sheffield, England, S4 7WZ;

c) Physical records stored at the Company's main office;

4. **Data Subject Rights and Data Integrity**

All personal data held by the Company is held in accordance with the requirements of the Data Protection Legislation and data subjects' rights thereunder, as set out in the Company's Data Protection Policy.

4.1 Data subjects are kept fully informed of their rights, of what personal data the Company holds about them, how that personal data is used as set out in Parts 15 and 16 of the Company's Data Protection Policy, and how long the Company will hold that personal data (or, if no fixed retention period can be determined, the criteria by which the retention of the data will be determined).

4.2 Data subjects are given control over their personal data held by the Company including the right to have incorrect data rectified, the right to request that their personal data be deleted or otherwise disposed of (notwithstanding the retention periods otherwise set by this Data Retention Policy), the right to restrict the Company's use of their personal data, the right to data portability, and further rights relating to automated decision-making and profiling , as set out in Parts 17 to 23 of the Company's Data Protection Policy.

5. **Technical and Organisational Data Security Measures**

5.1 The following technical measures are in place within the Company to protect the security of personal data. Please refer to Parts 25 to 29 of the Company's Data Protection Policy for further details:

a) All emails containing personal data must be encrypted;

b) All emails containing personal data must be marked "confidential";

c) Personal data may only be transmitted over secure networks;

d) Personal data may not be transmitted over a wireless network if there is a reasonable wired alternative;

e) Personal data contained in the body of an email, whether sent or received, should be copied from the body of that email and stored securely. The email itself and associated temporary files should be deleted;

f) Where personal data is to be sent by facsimile transmission the recipient should be informed in advance and should be waiting to receive it;

g) Where personal data is to be transferred in hardcopy form, it should be passed directly to the recipient or sent using a secure delivery service if available;

h) All personal data transferred physically should be transferred in a suitable container marked "confidential";

i) No personal data may be shared informally and if access is required to any personal data, such access should be formally requested from the Company's Compliance and Data Protection Officer, Mr Aqib Aziz.

j) All hardcopies of personal data, along with any electronic copies stored on physical media should be stored securely;

k) No personal data may be transferred to any employees, agents, contractors, or other parties, whether such parties are working on behalf of the Company or not, without authorisation;

l) Personal data must be handled with care at all times and should not be left unattended or on view;

m) Computers used to view personal data must always be locked before being left unattended;

n) No personal data should be stored on any mobile device, whether such device belongs to the Company or otherwise without the formal written approval of the Company's Data Protection Officer and then strictly in accordance with all instructions and limitations described at the time the approval is given, and for no longer than is absolutely necessary;

o) No personal data should be transferred to any device personally belonging to an employee and personal data may only be transferred to devices belonging to agents, contractors, or other parties working on behalf of the Company where the party in question has agreed to comply fully with the Company's Data Protection Policy and the Data Protection Legislation;

p) All personal data stored electronically should be backed up at least once per week, but preferably once every 24 hours with backups stored offsite. All backups should be encrypted;

q) All electronic copies of personal data should be stored securely using passwords and encryption;

r) All passwords used to protect personal data should be changed regularly and should must be secure;

s) Under no circumstances should any passwords be written down or shared. If a password is forgotten, it must be reset using the applicable method. IT staff do not have access to passwords;

t) All software should be kept up-to-date. Security-related updates should be installed no more than 14 days after becoming available;

u) No software may be installed on any Company-owned computer or device without approval; and

v) Where personal data held by the Company is used for marketing purposes, it shall be the responsibility of the Company's Data Protection Officer to ensure that the appropriate consent is obtained and that no data subjects have opted out, whether directly or via a third-party service such as the TPS**.**

5.2 The following organisational measures are in place within the Company to protect the security of personal data. Please refer to Part 30 of the Company's Data Protection Policy for further details:

a) All employees and other parties working on behalf of the Company shall be made fully aware of both their individual responsibilities and the Company's responsibilities under the Data Protection Legislation and under the Company's Data Protection Policy;

b) Only employees and other parties working on behalf of the Company that need access to, and use of, personal data in order to perform their work shall have access to personal data held by the Company;

c) All employees and other parties working on behalf of the Company handling personal data will be appropriately trained to do so;

d) All employees and other parties working on behalf of the Company handling personal data will be appropriately supervised;

e) All employees and other parties working on behalf of the Company handling personal data should exercise care and caution when discussing any work relating to personal data at all times;

f) Methods of collecting, holding, and processing personal data shall be regularly evaluated and reviewed;

g) The performance of those employees and other parties working on behalf of the Company handling personal data shall be regularly evaluated and reviewed;

h) All employees and other parties working on behalf of the Company handling personal data will be bound by contract to comply with the Data Protection Legislation and the Company's Data Protection Policy;

i) All agents, contractors, or other parties working on behalf of the Company handling personal data must ensure that any and all relevant employees are held to the same conditions as those relevant employees of the Company arising out of the Data Protection Legislation and the Company's Data Protection Policy; and

j) Where any agent, contractor or other party working on behalf of the Company handling personal data fails in their obligations under the Data Protection Legislation and/or the Company's Data Protection Policy, that party shall indemnify and hold harmless the Company against any costs, liability, damages, loss, claims or proceedings which may arise out of that failure**.**

6. **Data Disposal**

Upon the expiry of the data retention periods set out below in Part 7 of this Policy, or when a data subject exercises their right to have their personal data erased, personal data shall be deleted, destroyed, or otherwise disposed of as follows:

6.1 Personal data stored electronically (including any and all backups thereof) shall be deleted securely using the ICT protocols for the system in which the data is retained;

6.2 Special category personal data stored electronically (including any and all backups thereof) shall be deleted securely using the ICT protocols for the system in which the data is retained;

6.3 Personal data stored in hardcopy form that is no longer required and does not need to be archived, is securely disposed of using designated Confidential Waste secure lockable bins located onsite. The Confidential Waste is then collected and destroyed by our Confidential Waste service provider.

6.4 Special category personal data stored in hardcopy form that is no longer required and does not need to be archived, is securely disposed of using designated Confidential Waste secure lockable bins located onsite. The Confidential Waste is then collected and destroyed by our Confidential Waste service provider.

7. **Data Retention**

7.1 As stated above, and as required by law, the Company shall not retain any personal data for any longer than is necessary in light of the purpose(s) for which that data is collected, held, and processed.

7.2 Different types of personal data, used for different purposes, will necessarily be retained for different periods **(**and its retention periodically reviewed), as set out below.

7.3 When establishing and/or reviewing retention periods, the following shall be taken into account:

a) The objectives and requirements of the Company;

b) The type of personal data in question;

c) The purpose(s) for which the data in question is collected, held, and processed;

d) The Company's legal basis for collecting, holding, and processing that data;

e) The category or categories of data subject to whom the data relates;

7.4 If a precise retention period cannot be fixed for a particular type of data, criteria shall be established by which the retention of the data will be determined, thereby ensuring that the data in question, and the retention of that data, can be regularly reviewed against those criteria.

7.5 Notwithstanding the following defined retention periods, certain personal data may be deleted or otherwise disposed of prior to the expiry of its defined retention period where a decision is made within the Company to do so (whether in response to a request by a data subject or otherwise).

7.6 In limited circumstances, it may also be necessary to retain personal data for longer periods where such retention is for archiving purposes that are in the public interest, for scientific or historical research

purposes, or for statistical purposes. All such retention will be subject to the implementation of appropriate technical and organisational measures to protect the rights and freedoms of data subjects, as required by the Data Protection Legislation.

Type of Personal Information	Minimum Retention Period	Reasons
Personnel files including training records.	6 years from the end of employment.	References and potential litigation.
Staff application forms and interview notes for unsuccessful applicants.	6 months from the date of the interview.	Sex Discrimination Act 1975, Race Relations Act 1976 and Disability Discrimination Act 1995.
Income Tax and NI returns, including correspondence with the tax office.	6 years after the end of the financial year to which the records relate.	Income Tax (Employment) Regulations 1993.
Statutory Maternity Pay records and calculations.	3 years after the end of the financial year to which the records relate.	Statutory Maternity Pay (General) Regulations 1986.
Statutory Sick Pay records and calculations.	Term of employment plus 40 years.	Social Security Contributions & Benefits Act 1952.
Wages and salary records.	Current year plus 6 years.	Taxes Management Act 1970, Limitation Act 1980, Equal Pay Act 1970, Minimum Wage Regulations 1998.
Accident books and records and reports of accidents.	Term of employment plus 40 years	Limitation Act 1980.
Health records.	During employment.	Management of Health and Safety at Work Regulations.
Health records where the reason for termination of employment is connected with health, including stress-related illness.	Term of employment plus 6 years.	Limitation Act 1980.
Medical records are kept because of the Control of Substances Hazardous to Health Regulations 1994.	Term of employment plus 40 years.	COSHH 1994, Control of Asbestos at Work Regulations 2002, Control of Lead at Work Regulations 2002, Control of Substances Hazardous to Health Regulations 2002.

Learner records, including academic achievements and conduct. All documentation relating to the delivery of ESF in the 2007-2013 period must be retained until 2022 at the earliest.	Registered student relationship with College plus 6 years	Limitation Act 1980.
CCTV Security Recordings	07 days (unless investigation made and then as long as reasonably required for evidential purposes)	Potential investigation into incidents.
Contact details kept on personal files (e.g., card index, Microsoft Outlook).	Until it is apparent that the person is no longer at the named location.	It is inaccurate processing if the information is held any longer.
Personal information of any sort on a web page/site.	No longer than a period specifically agreed with the person.	The danger of inaccurate and irrelevant processing.
All supporting Documentation evidencing the delivery of the AEB Procured Provision	The Retention of Documents date is currently 31 December 2033	Requirement as part of the GLA AEB contract

8. **Roles and Responsibilities**

8.1 The Company's Data Protection Officer is Mr Aqib Aziz. He can be reached at dpo@acquirelearning.co.uk.

8.2 The Data Protection Officer shall be responsible for overseeing the implementation of this Policy and for monitoring compliance with this Policy, the Company's other Data Protection-related policies (including, but not limited to, its Data Protection Policy), and with the Data Protection Legislation.

8.3 The Data Protection Officer shall be directly responsible for ensuring compliance with the above data retention periods throughout the Company.

8.4 Any questions regarding this Policy, the retention of personal data, or any other aspect of Data Protection Legislation compliance should be referred to the Data Protection Officer.

9. **Implementation of Policy**

This Policy shall be deemed effective as of 31/01/2025. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name:	Aqib Aziz
Position:	Managing Director
Date:	22/01/2026
Due for Review by:	22/01/2027