

## Better Training Ltd Data Retention Procedure

Learner	Retention Period	Rationale	Method of deletion
Course application	1 academic year	to support learne'rs application	Hardcopy -shredded Database -deleted
Enrolment /funding	2 academic years	to support A&W funding queries	Hardcopy -shredded Database -deleted
Course Management /support/H&S	indefinite	safeguard Better Training's interests (DPO controls access)	N/A
Accreditation	3 years	awarding body recommendation	Hardcopy -shredded Database -deleted
Fees	indefinite	legal requirement	N/A
<b>Staff</b>			
Application	1 Year	business needs	Hardcopy -shredded Database -deleted
Employment (training , CPD, OTL)	indefinite	safeguard Better Training's interests (DPO controls access)	N/A
Payroll	indefinite	safeguard Better Training's interests (DPO controls access)	N/A
Health and Safety	indefinite	safeguard Better Training's interests (DPO controls access)	N/A