Appendix A: Data Retention Schedule

DTMK Limited – Data Management Policy

Where different retention periods are specified across DTMK Limited policies, the longest period will always apply.

Type of Record	Examples	Retention Period	Method of Disposal
Learner registration records	Enrolment forms, booking details, course applications	6 years from completion of training or assessment	Secure deletion of digital files; cross-cut shredding of paper copies
Assessment records	Test papers, portfolios, internal verification notes	5 years from certification date (or longer if specified by the Awarding Organisation)	Secure deletion of digital files; cross-cut shredding of paper copies
Certification records	Certificates issued, pass/fail documentation	6 years from date of certification	Secure deletion of digital files; shredding of expired paper certificates
Patient report forms	First aid incident records, event medical cover reports, treatment logs	Until the individual reaches the age of 25, or longer if the case remains active. For adults, minimum 7 years from date of incident.	Secure deletion of digital files; confidential destruction of paper copies
Business contracts and agreements	Supplier contracts, franchise agreements, partnership agreements	Minimum of 6 years after contract end (Limitation Act 1980)	Secure deletion of digital files; shredding of paper copies
Staff employment records	Application forms, contracts, training logs, performance reviews	6 years after employment ends	Secure deletion of digital files; cross-cut shredding of paper copies
Financial records	Invoices, receipts, payroll, tax documents	6 years from the end of the financial year (HMRC requirement)	Secure deletion of digital files; shredding of paper copies
Safeguarding records	Reports and case notes	Until the individual reaches	Secure deletion of digital files;

	relating to safeguarding concerns	age 25, or longer if case remains active	shredding of paper copies
Health and safety records	Risk assessments, accident reports, venue safety checks	3 years from the date created (longer if case relates to a serious incident)	Secure deletion of digital files; shredding of paper copies
Marketing data	Mailing lists, consent forms	Until consent is withdrawn or 2 years from last contact	Secure deletion of digital files; shredding of paper copies
Privacy and consent forms	Signed learner or client consents for data use	Retained in line with associated records (e.g. training or medical)	Secure deletion of digital files; shredding of paper copies