Reference Number: CON_20

Policy

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
1.0	11/05/2021	11/05/2022	Contracts and Compliance Manager	Transferred to new template
1.1	28/03/2022	28/03/2023	Contracts and Compliance Manager	No change
1.2	27/04/2023	27/04/2024	Contracts and Compliance Manager	No change
1.3	20/02/2025	20/02/2026	Contracts and Compliance Manager	No change
1.4	03/03/2026	03/03/2027	Contracts and Compliance Manager	No change

Purpose

This policy explains the length of time NCC Education, as the Data Controller, will store a student's personal data. The Data Protection Act 2018 requires that student records should only be kept for as long as is necessary.

Definitions

'Student' in the context of this policy is defined as:

- any individual who has registered on a programme or unit of taught study at one of NCC Education's Accredited Partner Centres
- any individual who has registered directly with NCC Education on a programme or unit of taught study
- any students of other institutions with qualifications validated by NCC Education, or
- any students on collaborative and partnerships schemes registered as NCC Education students.

Data retention

Generally, student records will relate to the management of the relationship between NCC Education and the student and the academic record of the student. This includes, but is not limited to, certification and transcript records. Where the student has registered directly with NCC Education, this may also include contractual records, payment of fees, disciplinary proceedings and student support services.

- NCC Education will retain a permanent record of student names, Unique Learner Number, the qualifications and units studied and their outcomes and the period of study.

- Where applicable, NCC Education will retain information relating to student support services and student agreements for 7 years from the date of the student agreement.

- NCC Education will retain information relating to payment of fees for 7 years from the date of invoice (6 years plus the current financial year).

- Completed student assessment scripts will be retained for 12 months following the assessment date.

Contact us

Any student can seek clarification about NCC Education's Data Retention Policy by emailing dataprotection@nccedu.com.