

## Records Retention Schedule Innovation & Research Events

Retention schedules are used to determine how long records should be kept. We only hold personal information for as long as it is necessary to fulfil our legal duties or business purposes. We always try to ensure that the data we hold is up to date, reasonable and not excessive. We review our retention periods for personal information on a regular basis.

The Records Retention Schedule for Guildhall School activity grouped under Innovation & Research Events has organised documents into the below main categories:

### Short Courses and other open programmes

Record series	Summary retention policy
Bookings and successful applications for short courses and other open programmes who register	Full record retained for +7 years upon application. Basic information record retained in perpetuity.  By Innovation department
Bookings and successful applications for short courses and other open programmes who fail to register or withdraw	Full record retained for +7 years upon application. Basic information record retained in perpetuity.  By Innovation department
Unsuccessful applications and bookings for short courses and other open programmes	Full record retained for up to 7 years upon application.  By Innovation department
Transactional information relating to short courses and other open programmes e.g. registration lists	Retained for up to 7 years  By Innovation department

### Guildhall Coaching Associates training programmes

Record series	Summary retention policy
Bookings for coaching and mentoring training courses and events	Full record retained for +7 years upon leaving. Basic information record retained in perpetuity.  By Innovation department

Portfolio submission for accreditation by the EMCC (Foundation and practitioner)	Full portfolio submission retained for +7 years upon application. Basic information record retained in perpetuity.  By Innovation department
Transactional information relating to coaching and mentoring training and events	Retained for +3 years  By Innovation department

### **Innovation Grants and Commissions**

<b>Record series</b>	<b>Summary retention policy</b>
Successful recipients of support via funding schemes and artistic commissions and opportunities through the Guildhall School	Full record retained for +7 years upon application. Basic information record retained in perpetuity.  By Innovation department
Unsuccessful applicants to funding schemes and artistic commissions and opportunities through the Guildhall School	Full record retained for +7 years upon application. Basic information record retained in perpetuity.  By Innovation department

### **Free and ticketed events for Innovation & Research Events**

<b>Record series</b>	<b>Summary retention policy</b>
Bookings for free and ticketed events	Basic information record retained in perpetuity.  By Innovation department
Transactional information relating to free and ticketed events e.g. RSVP lists	Retained for +3 years  By Innovation department