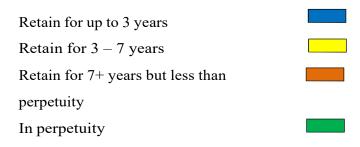# Guildhall Young Artists Student Record Retention Policy

Guildhall
Young Artists

- This policy relates specifically to documents held by all Guildhall Young Artists centres including Junior Guildhall and Centre for Young Musicians
- It should be read in conjunction with the Guildhall Young Artists privacy notice and Guildhall School's other privacy-related policies.

Retain for up to 3 years

Retain for 3 – 7 years

Retain for 7+ years but less than perpetuity

In perpetuity

Category	Where in the student/parent experience the record comes				
Record Description	The name/title of the record				
Type	Format of record:	Student records data base(s) (Eepos/SITS) = A	Access = B	Guildhall School shared storage = C	Hardcopy = D	School website (backend) = E
Retention Rule	The length of time the record is kept for				
Access Restrictions	Whether or not access to the record is restricted for confidentiality reasons etc.				
Notes	Additional information pertaining to the record				

Category		Record Description	Type	Retention Rule	Access Restrictions	Notes
Student Admissions						
Online applications	1.1	Incomplete	A (Junior Guildhall) C&E (Other centres)			Deleted within 1 year
	1.2	Reject/withdraw/decline	A (Junior Guildhall) A/C&E (Other centres)			Deleted within 3 years
	1.3	Successful (including key correspondence, audition grades, timetable notes)	A (Junior Guildhall) A/C&E (Other centres)			Destroyed 7 years after the student has left
Hard copy applications	1.4	Reject/withdraw/decline (including key correspondence and reports)	D			Destroyed within 3 years Junior Guildhall no longer accepts hard copy applications
	1.5	Successful (including key correspondence and reports)	D			Destroyed 7 years after student has left
Student Enrolment						
Enrolment Forms	2.1	Agreement and length of study	D & or C			Full record destroyed 7 years after the student has left. After this point, a basic student record will be retained in perpetuity for the purpose of Guildhall School's historic record.
	2.2	Acceptance Form (including demographic information)	A, D & or C			Destroyed 7 years after student has left
	2.3	Declaration of Health Form	A,D & or C			Hard copy destroyed 7 years after student has left
Student Life						

		Bursary Process				
	3.1	Application Form (including documentary evidence of income and applications to trust funds)	A & or C			Held on 365 Forms Destroyed 7 years after student has left
	3.2	Bursary meeting outcome data	A& or C			Destroyed 7 years after student has left
	3.3	Notification of award	A&C			Destroyed 7 years after student has left
	3.4	Rejection of application	A&C			Destroyed 7 years after student has left
		Scholarships				
	3.5	Scholarship award meeting outcome data	A & or C			Destroyed 7 years after student has left
	3.6	Notification of award	A&C			Destroyed 7 years after student has left

		Finance				
	3.7	Parental account data	A&B(Junior Guildhall) C&D (Other centres)			Destroyed 7 years after student has left
	3.8	Fee debtors list	A&C			Destroyed 7 years after student has left
	3.9	Suspension of non-payment fees	A&C			Destroyed 7 years after student has left
		Disability, Safeguarding, Health & Welfare				
	3.10	Disability notifications	A & C		Restricted O Drive	Destroyed 7 years after student has left
	3.11	Sickness and medical notes	A & or C & D		Restricted O Drive	Destroyed 7 years after student has left

	3.12	Correspondence and meeting notes	C & D		Restricted O Drive	Destroyed 7 years after student has left
	3.13	Electronically held data	A and or B and C			Destroyed 7 years after student has left
	3.14	Information for teachers	A, C&D			Updated each term and previous term destroyed
		Disciplinary and Complaints				
	3.15	Correspondence	C & D		Restricted O Drive	Destroyed 7 years after student has left
	3.16	Documentation	C & D		Restricted O Drive	Destroyed 7 years after student has left
	3.17	Meeting notes	C & D		Restricted O Drive	Destroyed 7 years after student has left
		Attendance Records				
	3.18	Registers	A & or C & D			Destroyed after 1 year
	3.19	Data Records	A, B & C			Destroyed 7 years after student has left
		Assessment Records				
	3.20	Scripts	C & D			Destroyed 7 years after student has left
	3.21	Reports	A,C & D			Destroyed 7 years after student has left
		General Correspondence & Information				
	3.23	Hard copy correspondence	D			Destroyed 7 years after student has left
	3.24	Electronically held correspondence	C			Destroyed 7 years after student has left
	3.25	Email correspondence	C			Essential information copied to electronically held correspondence document. All other emails destroyed after 3 years

	3.26	Timetable Records	A, B, C&D			Hard copies retained for 1 year. Electronic records destroyed 7 years after student has left
	3.27	Photographs and video for publicity	C			Retained for 5 years (following consent). Unless further consent given material is deleted after an additional 5 years..

Annex

Type of Record	Owned by	Where kept and standard access
Student records database e.g. SITS or Eepos	Junior Guildhall	SITS Server2, SITS password protected, level of access for each user limited on a need basis
	All centres	Eepos student and teaching staff single record database. Password protected, level of access for each user limited on a need basis
Access	Junior Guildhall	Microsoft Access database (365 Office product) – only used by Junior Guildhall and maintained by IT School O Drive, all PCs password protected
Guildhall School shared storage facilities	All centres	School O Drive: shared documents, cross department working documents e.g. Finance/AV – password protected at individual directory level
		OneDrive – individual/personal storage
		Sharepoint - shared documents (Admin and Teaching staff). Access rights given by author/invitation. Access to Guildhall server is double authenticated. All laptops are password protected X2 Bitlocker and personal
Hardcopy	Junior Guildhall	Locked cabinets in Guildhall School. Level of access for each user limited on a need basis.
	Other centres	Locked cabinet in locked room. Level of access for each user limited on a need basis.
Guildhall Website (Back end)	All centres	Access to Guildhall School website server is double authenticated and level of access for each user limited on a need basis