



Retention Policy

We do not hold any personal information unless we have a legitimate interest to do so as part of our service provision. In compliance with Article 5 (e) of the GDPR the personal data we hold and process shall be kept for no longer than is necessary for the purposes for which it is being processed.

We are legally required to keep data on trainee teachers who have applied and participated in our teacher training programme for six years.

After this period, all manual and electronic data is destroyed and/or removed. Paper copies are disposed of securely either by way of confidential disposal bags or shredded. Electronic deletion is non retrievable by the front end user.

In order to support our recruitment and selection processes we keep information relating to an expression of interest in teacher training by way of;

- Email enquiries
- Recruitment Event Booking forms
- Recruitment Event Contact forms
- School Experience bookings
- Telephone Enquiries

For two years.

After this period all manual paper copies are destroyed securely, any electronically recorded personal data is removed, leaving only data specific information which we use for statistical analysis for a further two years. After this period it is removed completely.

In order to comply with GDPR individuals provide consent for their personal information to be processed for this purpose, and are invited to withdraw their consent by way of direct email/letter instruction to Bluecoat SCITT Alliance, or by way of unsubscribing to email contact.

The type of data stored and retained – refer to data register for specific details