

# Data Retention Policy

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## UK Office

14 Gloucester Gate  
London NW1 4HG  
+44 (0)20 7487 0730

## US Office

900 West End Avenue, 15F  
New York, NY 10025  
+1 212 203 6956

## BRITISH AMERICAN DRAMA ACADEMY

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Company limited by guarantee registered  
in England & Wales. Reg No. 1828640.

[www.bada.org.uk](http://www.bada.org.uk)  
[info@bada.org.uk](mailto:info@bada.org.uk)

## Data Retention Policy

The Data Protection Act 1998 does not specify periods for the retention of personal data. It is left to the data controllers to decide how long personal data should be retained. BADA takes the following factors into consideration when determining how long it retains data collected from students and staff.

- ▶ BADA believes personal data should not be kept for longer than necessary.
- ▶ However, BADA seeks to prevent the premature or accidental destruction of data which would damage the interests of data subjects, especially the permanent retention of data for historical and statistical research.
- ▶ BADA also seeks to avoid the overzealous destruction of data that could be retained as historical archives.
- ▶ BADA always takes into consideration provisions in other legislation (e.g. health and safety legislation) which specify retention periods for personal data which are not superseded by the Data Protection Act.

The following table lays out BADA's retention schedule.

TYPE OF DATA	TYPE OF STORAGE	PERIOD OF RETENTION
Personal contact information provided by student or employee (for example bank details for electronic funds transfer)	Electronically and in hard copy, where applicable.	Permanently, or until such time as the student or employee requests removal of such information from BADA's database.
Passport and visa information (students)	Electronically and in hard copy, where applicable.	Five years from the completion of the student's final course with BADA.
Passport information (employees)	Hard copy and electronically where applicable.	Permanently, or until such time that the employee provides BADA with a copy of a new passport. One year after they have left the company.
Grades & Evaluations	Electronically	Five years.
Grades & Evaluations	Hard copy	From January 2014, information will not be stored in this format.  Before January 2014, five years.

Any relevant items as yet not covered by this table will be considered individually and a retention schedule set in agreement with BADA's Managing Director Buildings & Compliance Manager, Finance Director and any other relevant parties (partner colleges etc.).

Staff should note that under the Freedom of Information Act, it is a criminal offence to deliberately alter, deface, block, erase, destroy or conceal data which has been the subject of an access request under the Data Protection Act or the Freedom of Information Act with the intention of preventing the release of the data. However, data may be amended or deleted after receipt of the access request but before disclosure of the data, if the amendment or deletion would have taken place regardless of the request (e.g. under a retention schedule).