Data Retention Policy

- Introduction

This Data Retention Policy outlines the guidelines and procedures for the retention and disposal of data at the Caroline School of Legal Studies. The policy ensures compliance with data protection laws and regulations while maintaining the efficient management of data within the school.

- Scope

This policy applies to all data collected, processed, and stored by the Caroline School of Legal Studies, including personal data, academic records, administrative documents, financial records, and any other data related to the school's operations.

- Principles

3.1. Legal Compliance: The Caroline School of Legal Studies will comply with all applicable laws and regulations regarding data protection, including but not limited to the French Data Protection Act and the General Data Protection Regulation (GDPR).

3.2. Data Minimization: The school will only collect and retain data that is necessary for the fulfillment of its educational and administrative functions.

3.3. Data Security: The school will implement appropriate technical and organizational measures to protect data against unauthorized access, loss, destruction, or alteration.

3.4. Transparency: The school will inform individuals about the purposes and legal basis for data processing, as well as their rights regarding their personal data.

- Data Retention Periods

4.1. Student Data

4.1.1. Personal Data: Personal data of students, including contact information, academic records, and any other data required for student administration, will be retained for the duration of the student's enrollment and for a minimum period of five years after graduation or withdrawal.

4.1.2. Examination Records: Examination records, including exam scripts, grades, and any related data, will be retained for a minimum period of five years after the release of results.

4.1.3. Financial Records: Financial records related to student fees, scholarships, and other financial transactions will be retained for an indefinite time period.

4.1.4. Medical Records: Medical records of students will be retained for a minimum period of five years after the student's graduation or withdrawal.

4.2. Staff Data

4.2.1. Personal Data: Personal data of staff members, including contact information, employment records, and any other data required for employment administration, will be retained for the duration of employment and for a minimum period of five years after termination.

4.2.2. Financial Records: Financial records related to staff payroll, benefits, and other financial transactions will be retained for an indefinite time period.

4.3. Other Data

4.3.1. Administrative Documents: Administrative documents, such as contracts, agreements, and correspondence, will be retained for a minimum period of ten years from the date of completion or termination.

4.3.2. Legal Documents: Legal documents, including court orders, subpoenas, and other legal proceedings, will be retained for a minimum period of ten years from the date of closure.

- Data Disposal

5.1. Once the retention period for specific data has expired, the data will be securely and permanently destroyed in accordance with the school's data disposal procedures.

5.2. Data will be disposed of in a manner that ensures the protection of personal and sensitive information, such as through secure deletion or physical destruction.

- Review and Updates

This Data Retention Policy will be reviewed periodically to ensure its continued relevance and compliance with applicable laws and regulations. Any updates or amendments to this policy will be communicated to all relevant stakeholders.

- Conclusion

The Caroline School of Legal Studies is committed to managing data in a responsible and compliant manner. This Data Retention Policy provides a framework for the retention and disposal of data, ensuring that personal information is protected and data is managed efficiently.

By adhering to this policy, the school aims to maintain the integrity and confidentiality of data while fulfilling its obligations under data protection laws and regulations.