

Mary Pugsley MBE

Director, Hair at the Academy



Data Retention Policy

Written by Mary Pugsley MBE

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Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

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Director, Hair at the Academy

Policy Owner:

Data Protection Officer (DPO) Mary Pugsley MBE

Purpose

This policy outlines how Hair at the Academy manages the retention and disposal of personal data in accordance with the UK General Data Protection Regulation (UK GDPR) <https://www.gov.uk/data-protection>. We are committed to protecting the privacy of our learners, clients, staff, and partners by ensuring data is only kept for as long as necessary.

Scope

This policy applies to all personal data processed by the salon, including but not limited to:

- Learner enrolment and achievement records
- Client consultation and treatment forms
- Staff employment and HR records
- Safeguarding and incident reports
- Consent forms (e.g. photography, marketing)
- Assessment and qualification documentation
- Financial records (e.g. invoices, receipts)

Retention Schedule

- Learner enrolment and achievement records: Retain for 6 years after the learner leaves.

Reason: Funding body and audit requirements.

- Client consultation and treatment forms: Retain for 3 years after the client's last appointment.

Reason: Insurance and professional standards.

- Staff employment records: Retain for 6 years after employment ends.

Reason: HR and legal obligations.

- Safeguarding and incident reports: Retain until the learner turns 21, or for 25 years if the learner was under 18 at the time of the incident.

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Reason: Child protection and safeguarding duties.

- Consent forms (e.g. photo use): Retain until consent is withdrawn or for a maximum of 2 years.

Reason: Marketing and promotional use.

- Assessment and qualification records: Retain for 3 years after certification.

Reason: Awarding body audit requirements.

- Financial records (e.g. invoices, receipts): Retain for 6 years.

Reason: HMRC compliance.

Storage and Disposal

- Personal data is stored securely in locked cabinets or encrypted digital systems.
- Access is restricted to authorised staff only.
- When retention periods expire, data is securely deleted or shredded.
- Disposal is logged and overseen by the DPO.

Policy Review

This policy is reviewed annually or when legislation changes. Updates are communicated to staff during GDPR training sessions.

Contact

For questions about this policy or to request access, correction, or deletion of personal data, please contact:

Data Protection Officer

Mary Pugsley

Email: mp@hairattheacademy.co.uk

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