



## Policies and Procedures

Operations Department

### Document Retention and Secure Storage Policy

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## Document Retention and Secure Storage Policy

### 1. Purpose

The purpose of this policy is to establish clear guidelines for the **retention, secure storage, protection, and disposal of institutional records** at Future Focus. This policy ensures compliance with legal, regulatory, operational, and confidentiality requirements while safeguarding sensitive information.

### 2. Scope

This policy applies to:

- All academic, administrative, financial, and operational records
- All staff, faculty, management, and authorized personnel
- Records maintained in **physical and electronic formats**

### 3. Definitions

- **Document/Record:** Any recorded information created, received, or maintained by Future Focus in the course of its activities.
- **Retention Period:** The length of time a document must be preserved before disposal.
- **Secure Storage:** Protection of records against unauthorized access, loss, alteration, or destruction.

## 4. Categories of Records

Future Focus maintains the following categories of records:

### 1. Academic Records

- Student enrollment data
- Attendance records
- Assessment results
- Certificates issued

### 2. Administrative Records

- Policies and procedures
- Internal communications
- Staff records

### 3. Financial Records

- Fee records
- Invoices and receipts
- Payroll and tax documents

### 4. Legal and Compliance Records

- Contracts and agreements
- Regulatory approvals
- Audit reports

### 5. Digital Records

- Emails
- Learning Management System (LMS) data
- Cloud-stored documents

## 5. Document Retention Periods

Unless otherwise required by law, records shall be retained as follows:

Record Type	Retention Period
Student academic records	Minimum 5 years after course completion
Financial records	Minimum 10 years
Staff records	5 years after separation
Legal documents & contracts	7 years after expiry
Policies and procedures	Current version + 5 years
Examination records	3–5 years

Retention periods may be extended in cases of audits, disputes, or legal proceedings.

## 6. Secure Storage of Records

### 6.1. Physical Records

- Stored in **locked cabinets or secure rooms**
- Access limited to **authorized personnel only**
- Protected from fire, water damage, and environmental risks
- No removal without written authorization

### 6.2. Electronic Records

- Stored on password-protected systems
- Access controlled through user permissions
- Regular data backups must be maintained
- Use of encryption where appropriate
- Cloud storage must meet recognized security standards

## 7. Access Control and Confidentiality

- Records shall be accessed **only on a need-to-know basis**
- Confidential information (student data, assessments, financial details) must not be shared without authorization
- Breach of confidentiality may result in disciplinary action

## 8. Data Protection and Privacy

- Personal data shall be handled in accordance with applicable **data protection and privacy laws**
- Students and staff have the right to request access to their records, subject to institutional procedures
- Unauthorized disclosure, alteration, or misuse of records is strictly prohibited

## 9. Record Disposal and Destruction

- Records must be disposed of **securely after the retention period**
- Physical documents shall be shredded or destroyed
- Electronic records shall be permanently deleted or securely wiped
- Disposal must be approved by authorized personnel
- A disposal log should be maintained where applicable

## 10. Roles and Responsibilities

- **Management:** Overall responsibility for policy enforcement
- **Administrative Staff:** Proper filing, storage, and retrieval of records
- **IT Personnel:** Security of electronic records and backups
- **All Staff:** Compliance with this policy

## 11. Monitoring and Compliance

- Periodic audits may be conducted to ensure compliance
- Non-compliance may result in disciplinary or corrective action

## 12. Policy Review

This policy shall be reviewed **every two years** or earlier if required due to regulatory or operational changes.

## 13. Policy Approval

This Document Retention and Secure Storage Policy is approved by the management of Future Focus and is effective from the date of implementation.