

The Adult College of Barking and Dagenham

Data Protection & Retention

Lead Responsibility	Service Manager Business Support
Designated Officer	Business Support Officer
Advisory Officer(s)	N/A
Approved by	Service Manager Business Support
Date of approval	January 2026
Date of next review	August 2026

A note to all teaching staff:

Please click [here](#) using a curriculum device to find a full list of Work and Skills policies & procedures

Please click [here](#) using an LBBD device to find a full list of LBBD policies

Work & Skills follow the Council's guidance relating to Data Protection and retention. Please see links below to specific guidance and policies on the intranet.

- [Data Protection Intranet Page](#)
- [Records Management Policy](#)