

Moor Tutoring - Data Retention Schedule Template for Private Tutors



Record Type	Examples	Retention Period	Action After Period
Financial Records	Invoices, receipts, tax returns, bank statements, fee records.	6 years from the end of the last financial year they relate to.	Secure destruction/deletion.
Student Info	Name, address, contact details, DOB, school, parent contact.	1 year after tutoring ends, unless needed for tax/legal reasons.	Delete digital data, shred physical notes.
Tutoring Records	Session notes, progress reports, attendance records, lesson plans.	2 years after the student stops tutoring (or end of key stage).	Delete/Destroy.
Safeguarding	Incident reports, child protection concerns.	Confidential retention (often 25+ years if involved in incidents).	Secure Archive / Secure Destruction.

Contracts	Signed Terms and Conditions, consent forms.	6 years after the contract ends (limitation period for breach of contract).	Secure Destruction.
Marketing	Prospect enquiries, mailing lists.	1 year after last contact if not engaged.	Delete.