SQE Records Retention Schedule

September 2026

Record type	Description	Trigger event	Retention period	Disposition	Justification/Rationale
SQE candidate records	Records necessary for perfomance of the contract with the candidate. Includes candidate registration data* such as name, date of birth, email address, candidate ID number, reasonable adjustments, assessment bookings, attendance, progress and results.	Candidate contract end	7 years	Destroy	Business need
SQE candidate ID	Candidate photo identification evidence collected at registration	SQE1 Candidate contract end SQE2 Candidate contract end (passed)	7 years 6 months	Destroy	Business need
SQE apprenticeship records	Training provider referrals and contact information, ESFA reporting, emails relating to apprenticeship funding evidence, queries and challenges to exam results	Date of final payment from ESFA	10 years	Destroy	Legal - ESFA - conditions for being on the register of EPAO
SQE related email communications	General queries via email	Creation	7 years	Destroy	Business need
SQE related call recordings	General queries via telephone	Creation	90 days	Destroy	Business need
SQE candidate financial records	Data relating to the financial administration of the SQE including reports and records of exam payments in the financial system	Creation	7 years	Destroy	Business need
SQE candidate surveys	Survey responses containing personal details	Creation	1 year	Destroy	Business need
SQE assessment evidence	CCTV footage captured during SQE1 and SQE2 written assessments when a live feed video surveillance system is used to invigilate the exams (note: not all centres operate this model) SQE2: Audio and CCTV video recordings of stations, assessment scripts and mark sheets	Creation Assessment exam board meeting	30 days 6 months	Destroy	Business need
SQE Examination Timetabling	Exam timetable	Creation	4 years	Destroy	Business need
SQE Assessor details		SRA / Kaplan contract end	Immediate	Destroy	Business need
SQE Assessor workforce profile		Last freelance engagement	1 year	Destroy	Business need
SQE Operational staff details		Employment end	6 years	Destroy	Business need
Expressions of Interest	Freelancer expressions of interest	Date received	18 months	Destroy	Business need
SQE pilot assessment data	Records include: Assessment scripts, Scans of mark sheets, Exam timetable, Incident report / case report logs, Raw results data, SQE1 Pilot and SQE2 Pilot Candidate Registration and Booking Form	SRA / Kaplan contract end	Immediate	Transfer / Destroy	Business need