

Student Development and Well-being - Data/Records Retention Schedule

Type of data/record	Data retention period	Action at end of retention period	Consideration relevant to decision
Student Counselling Student support records/ case files	Six years following the date of graduation or withdrawal from the University.	Delete/securely destroy records	Limitation Act 1980 c.58 s. 5 Data Protection Act 2018 Principles
Mental Health Support Student support records/ case files/medical information	Six years following the date of graduation or withdrawal from the University.	Delete/securely destroy records	Limitation Act 1980 c.58 s. 5 Data Protection Act 2018 Principles
Learning Support (disability) Student support records/ case files/medical information	Six years following the date of graduation or withdrawal from the University.	Delete/securely destroy records	Limitation Act 1980 c.58 s. 5 Data Protection Act 2018 Principles
Initial Health Questionnaires (Initial Teacher Training/Social Work/Sports Rehabilitation)	University: Six years following students' graduation/withdrawal. LHU external OH provider: Six years following students' anticipated graduation date, or 75th birthday, whichever is sooner.	Delete questionnaire records Review and if no longer required, destroy	Limitation Act 1980 External Occupational Health provider policy
Occupational Health Reports (Initial Teacher Training/Social Work/Sports Rehabilitation)	University: Six years following student graduation/withdrawal. LHU external OH provider: Six years following students' anticipated graduation date, or 75th birthday, whichever is sooner.	Delete questionnaire records Review and if no longer required, destroy	Limitation Act 1980 External Occupational Health provider policy
Educational Psychologist assessment booking information	Up to seven years following online store transaction.	Delete records	External online store manager policy
University well-being services drop-in booking data.	Six years following the date of graduation or withdrawal from the University.	Delete records	Limitation Act 1980
Addressing formal customer complaints	Six years following the date of graduation or withdrawal from the University.	Delete records	Limitation Act 1980
Data relating to student experience survey responses/summaries	Survey Results data: Until superseded Summary data reports: Completion of report + 6 years	Delete records	Limitation Act 1980