

Type of Data	Purpose for Processing / Records Function	Legal Basis for Processing	Retention Period
University Council Member Details; declaration of fit and proper; agreement to serve as Director; CV and Skills	To enable appropriate balance of skills on Council; to allow certain biographical data and photographs to be used in University material	to enable registration with Companies House and Charity Commision	Details are held on Companies House in perpetuity
University Council Applicant Details including CV and references	to consider appropriacy for shortlisting	to ensure fit and proper tests have been undertaken as per requirements of Companies House and Charity Commission	Date of Applicaton + 6 years
Legal Contracts, including MoUs and other Partnership Documentation	To ensure compliance with regulations and to allow collaboration between institutions	CUC Code of Governance 5.0	Lifetime of the University
Minutes of Management Meetings	To record strategic decisions	To inform Council and Senate	No specified time limit
Minutes of Council and Senate and their Sub-Committees	To record strategic decisions	CUC Code of Governance 1.4, 2.1-5	Lifetime of the University
Articles - University Constitution	To inform the structure and management of the University	CUC Code of Governance 1.1, 1.2	Lifetime of the University
Freedom of Information Requests and Subject Access Requests	To respond to requests from members of the public	Data Protection Act 2018	Date request received + 7 years
Complaints and related documentation from Staff, Students and Members of the Public	To investigate and respond to complainants	(e) Public task: the processing is necessary to perform a task in the public interest/official functions, and the task or function has a clear basis in law. (f) Legitimate interests: the processing is necessary for legitimate interests or the legitimate interests of a third party	Date complaint received + 7 years
Student Disciplinary Records, including Fitness to Practise, Fitness to Study	To make conclusions regarding potential student sanctions	Duty of Care for staff, students and public; PSRB for student in breach of professional standards	Date student leaves the University + 7 years