

## CORPORATE DATA RETENTION SCHEDULE

The University's Data Retention Schedule is designed as a guide to assist individuals, Schools and Departments manage data in line with the University's Data Protection Policy and Information Asset Management Policy. The Schedule provides general guidance to help you decide what to keep, for how long and what to dispose of. The Schedule should not be used in isolation, but as a guide to help you manage data in line with policy. There may be occasions when a localised data retention schedule is necessary within schools and departments which must align with this schedule.

Individual Schools and Departments may need to consider other factors when making decisions about records: for example, requirements set by funders or regulatory bodies, which may be subject to change over time. In particular the [requirements](#) of the Office for students must be met; the OfS requires higher education providers to retain 'appropriate records' of assessed students' work.

Please consult the University Solicitor & Chief Officer for Legal Services, Governance and Risk for advice as required. The schedule is not an exhaustive list of data.

Data protection law must be followed at all times; all data must be stored safely and securely, with access limited to appropriate personnel only.

### STUDENTS

DATA TYPE	EXAMPLES	RETENTION PERIOD	RESPONSIBLE OWNER
Admission documentation / records containing personal data of students (and parents) who do not proceed to register.	Applications, pre admission enquirer data, parent data, professional background checks, email queries including hardcopy and electronic data	End of academic year + 1 year NOTE; anonymised after 1 year.	Head of Student Enrolment and Administration. Heads of Schools / Dept
Registered students records and documentation other than the Core Student Record (see below) including hardcopy and electronic data	Registration forms, references, email queries and communications, any forms submitted such as Council Tax Exemption, Interruption of Study appeals, mitigating circumstances, all information recorded on SITS.	End of academic year + 6 years	Director of Student Enrolment and Administration. Heads of Schools / Dept
Core Record of Student as Learner	Student name, dates of study, final classification, course units undertaken and marks obtained	End of the student relationship + 80 years	Registrar Director of Student Enrolment and Administration.
Complaints handling, including internal and involving a regulator (OIA, OFS, ICO, professional regulatory body etc)	Statements, report, outcome letters, emails	End of student relationship + 6 years. NOTE, if the complaint or investigation is on-going following the end of the student relationship, retain 6 years from the end of the case action.	Heads of School / Department  University Company Secretary (stage 2 complaints)  Chief Officer for Law, Governance and Risk (stage 3 complaints)

Student welfare / support related records and documentation	Assessment notes, plans, counselling notes, medical information, questionnaires, reports, case records emails and communications both internal and external. Financial support documentation.	End of student relationship + 6 years. NOTE information only to be kept as long as necessary and earlier destruction of special category data should take place as soon as possible following discussion with the Data Protection Officer.	Heads of School / Departments Director of Student Life
Safeguarding and Prevent records	Referral documents, notes, emails, communication both internal and external.	End of student relationship + 6 years. NOTE Information to be kept only as long as necessary and earlier destruction of special category data should take place as soon as possible. On- going external investigations may require extended retention. Departure from the schedule will only occur following discussion with the Chief Officer for Law, Governance and Risk.	Director of Student Life University Prevent Lead Safeguarding Lead (Chief Officer for Law Governance and Risk)
Assessment and Examination	Exam question paper, exam papers, course work, videos, art work etc, both hard copy and electronic.	End of academic year + 6 years with Core Student Record retained for 80 years.	Heads of School / Department
Research documentation	Dissertations, academic papers, personal data of the subjects involved with the research.	Obtain permission of the author to retain indefinitely and to share externally as appropriate. If consent not granted, retain to the end of the academic year + 6 years. Research subjects' data must be anonymised as soon as possible within the research project and destroyed as soon as possible and no later than end of the academic year + 6 years.	Heads of School / Depts Pro-Vice Chancellor (Research)

## PERSONNEL

DATA TYPE	EXAMPLES	RETENTION PERIOD	RESPONSIBLE OWNER
Documentation / records of unsuccessful staff applicants	Application forms, references, emails and all communications internally and externally	Normal maximum of 1 year See specific exceptions in People Services data retention schedule	Director of Governance and People Services
Documentation / records of employed staff	Sickness, absence records, medical information, references, contracts, termination of employment, disciplinary, pay reviews, performance reviews, communications both internally and externally	Normally 6 years on termination of appointment See specific exceptions in People Services data retention schedule ie. HS exposure	Director of Governance and People Services

## GOVERNANCE

DATA TYPE	EXAMPLES	RETENTION PERIOD	RESPONSIBLE OWNER
Records documenting the establishment and development of the University	Constitution, Articles of Association, minutes, audits.	Lifetime of the University	University Company Secretary
Documentation relating to sale and purchase of property	Transfer deeds, searches, communications	Lifetime of the University	Chief Officer for Law Governance and Risk Director of Estates
Legal actions	Notes, communications, legal documents statements, internal and external communications	Conclusion of the legal action + 6 years	Chief Officer for Law, Governance and Risk
Legal advice to the University	Notes, communications, legal documents statements, internal and external communications	Lifetime of the University	Chief Officer for Law, Governance and Risk
Freedom of Information requests and Subject Access Requests	Communications, reports, notes.	Conclusion of matter + 6 years	University Company Secretary
Contracts and MOUs	All associated documentation and communication	Date of termination of the contract + 6 years. NOTE agreements formed by deed to be retained for 12 years following termination of the agreement	Heads of Schools / Dept

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#### STUDENT FINANCE & FUNDS

DATA TYPE	EXAMPLES	RETENTION PERIOD	RESPONSIBLE OWNER
Applications and award of financial bursaries and scholarship	Application forms and other evidential records which support the application	6 years + 1 from graduation or departure year	Head of Student Finance
Application for financial aid/hardship funds.	Correspondence from students, application forms, evidence submitted, outcome letters and annual data spreadsheet of allocated funds	6 years + 1 from graduation or departure year	Head of Student Finance
All paper and electronic documents associated with the determination of fee liability and collection activity	Invoices, credit notes, sponsor letters, statements and all records associated with payments.	When the student accounts have had no financial records posted on their account for 6 years + 1	Head of Student Finance