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RECORDS RETENTION SCHEDULE

#### Introduction

##### This high level document details the retention periods of key University central records. A more detailed mapping of personal data held locally by University departments is held in the University’s Central Record of Processing. If you wish to know the retention period for a record not listed in this document please contact the University Data Protection Officer at dpofficer@chi.ac.uk.

##### Records are organised in alphabetical order under the following headings:

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| --- | --- |
| 2.1  | Campus management |
| 2.2  | External Contacts |
| 2.3  | Finance |
| 2.4  | Health and Safety |
| 2.5  | Information Technology Services |
| 2.6  | Legal compliance |
| 2.7  | Library |
| 2.8  | Management information |
| 2.9  | Press office/PR/Website  |
| 2.10  | Research Office |
| 2.11 | Staff documents |
| 2.12 | Student documents |

#### Retention schedule

**2.1 Campus management**

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| **Record description** | **Retention period** |
| Accommodation information | Completion of studies plus 2 years, or 5 years, whichever period is shorter. |
| Car Parking Permits Information | For length of permit plus 12 months |
| CCTV footage | 28 days (auto deletion) |
| Incident Management information | Live for 3 days and then moved to secure archive (retention currently under discussion) |
| Shred-it - all secure data destruction | 2 weeks (maximum) between collections by Shred-it |

**2.2 External Contacts**

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| **Record description** | **Retention period** |
| Alumni information | In perpetuity unless alumni opt out |
| Archive of all jobs/work produced for external clients (containing contact information) | 3 years |
| Bid paperwork | If bid unsuccessful - destroy after 1 year (under review). If successful - retain for length of contract plus 7 years unless a longer time is required by the funding body |
| Bid/grant paperwork | Closure of finance file + 6 years, unless a longer time is required by the funding body |
| External Engagement contact records | Deleted when contacts are no longer current |
| External Engagement project documentation | Kept for 5 years after project ends |
| Gallery Supporter/Friends Lists | Continually updated based on preferences of those on the list, and any new additions |
| Public Accommodation Records (summer B&B) | 1 year after event |
| Sport Performance and Rehabilitation Unit patient files | 6 years following last appointment/discharge in line with health regulatory bodies |

**2.3 Finance**

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| **Record description** | **Retention period** |
| Credit card information | Duration of payment plan |
| Debtor/Creditor records | 6 years plus current financial year |
| Invoices unpaid/paid | 6 years |
| Online Payments including online store and student fee payments | 6 years plus current financial year |
| Payroll information including claim forms | 6 years plus current for payroll/normal retirement age, plus 10 years for pension information. |
| Student Loans Company records | 6 years |

**2.4 Health and Safety**

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| **Record description** | **Retention period** |
| Emergency team training records and list | Duration of staff employment |
| Field trips risk assessments - some emails include a list of emergency contacts | 3 years |
| Incident and Accident Reports | Accident reports 3 years, illness reports 40 years |
| List of First Aiders and locations/departments | Duration of staff employment |
| Personal Emergency Evacuation Plans | Duration of time as a student |
| Student Care Plans | 8 years |

**2.5 Information Technology Services**

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| **Record description** | **Retention period** |
| Email - Office 365 | Emails stored in the ‘Deleted Items’ folder will be automatically deleted after 12 months. Emails in the ‘Sent Items’ folder, and calendar appointments, will be automatically deleted after 24 months. Emails in the “Inbox” folder will be automatically deleted after 24 months.When an email account is marked as closed, emails and other data (including OneDrive) will be permanently deleted after 30 days. |
| Firewall log | 12 months and the data is pseudonymised  |
| Lecture Capture (Chiplayer) | Dependent on the nature of the content - in accordance with [Lecture Recording Policy](https://help.chi.ac.uk/lecture-recording-policy) |
| Staff and Student log of internet access (Prevent agenda, Computer misuse Act) | 12 months and the data is pseudonymised  |
| Staff and Student Network and system logs | 12 months |
| Telephone records | Current plus previous month |
| Virtual Learning Environment (VLE) access logs and content (including online submissions) | Last login + 3 years |

**2.6 Legal compliance**

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| **Record description** | **Retention period** |
| Breach log and associated documents | High level log in perpetuity. Supporting documentation and correspondence 6 years |
| Data arising during legal case management | Settlement of claim + 6 years |
| Data Subject Rights requests and responses | Kept for 2 years after response sent, to avoid duplication of time if the same request is received. |
| Deeds and related documents | End of contract period + 12 years |
| FOIA requests and related information | Closure of request + 6 years |
| Insurance claim paperwork | Settlement of claim + 6 years or withdrawal of claim + 6 years |
| Legal advice to the University (internal or external) re: legal framework, operations, governance responsibilities, relationship with government and HE regulators, industrial relations and H & S and environment | Lifetime of the University |
| Other agreements and contracts | End of contract period + 6 years |
| Other legal advice | Superseded +6 |
| Overseas travel authorisation forms | Forms deleted once essential info (name, dates, location) extracted to database. Database info retained for 12 months. |
| Records relating to disputes between the University and third parties which does not set precedent | Settlement of claim + 6 years or withdrawal of claim + 6 years (+ 12 years if by deed) |
| Records relating to disputes between the University and third parties which sets legal precedent | Lifetime of the University |

**2.7 Library**

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| **Record description** | **Retention period** |
| Attendee lists for workshops | Destroyed after event |
| Catalogue of Otter Gallery collection and Archives and Special Collections including Contact details for obtaining permission/copyright, donator info, to record provenance. | In perpetuity |
| Inter-library loan signed copyright declaration forms  | 6 years (in accordance with British Library guidance) |
| Library Management/Borrower Information | Staff records retained until employment ceases; borrower details retained until borrower expiry date and then anonymised. |
| Library Services Staff Records | 6 years after leaving employment |
| One-day access to library - application forms | 1 year |
| Parental consent forms for pupils who wish to join the library | 18 months from date of signature |
| Public library members - application forms | Anonymised when membership expires |
| Records of archives | Students historical achievements kept since 1840s |
| Research repository | In perpetuity unless individuals request for their content to be removed |
| SCONUL library members list | Anonymised when membership expires |
| Student PhD Theses - Repository | In perpetuity unless permission withdrawn by student or publishers request |

**2.8 Management information**

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| **Record description** | **Retention period** |
| Board and committee minutes | Held in perpetuity |
| Council tax spreadsheets provided to local Councils | Current + 1 year |
| Governor personal information | 5 years after completion of term(s) |
| HESA returns and queries from HESA. Student, ITT, Provider Profile, NCTL, ILR | Current + 6 years |
| Operational management meetings paperwork including internal committee meetings. | Printed paperwork shredded at end of meeting. Meeting minutes retained in perpetuity |
| Repeating internal reports / requests & data checking with academic departments (e.g. annual monitoring & periodic review) | Current + 5 years |
| Service Desk Management Information | Customer call information retained for 3 years. Internal calls logged by IT services are retained in perpetuity. Data breach records are retained for 5 years. |
| Student Data for HEA and Internal Student Surveys | Current + 1 year |

**2.9 Press office/PR/Website**

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| **Record description** | **Retention period** |
| Booking forms for events in schools | 24 months (or 2 calendar years after their entry point of enquiry) |
| Case studies of individual students | 5 years |
| List of journalist contacts | Updated each year |
| Photographs and other personal information including case studies on the University website | Various - detailed on consent forms |
| Photographs for journalists | 3 years |
| Photographs to promote the University and events | 3 years or 5 years (as detailed on consent forms). |
| Student contact list (individuals who journalists may wish to interview e.g. for sporting achievements) | Completion of studies  |
| VIP guests for University events - names and contact info | Updated annually - anyone no longer in role is removed |

**2.10 Research Office**

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| Applications for Ethical Approval | Kept for 5 years after research project ends |
| Enquiries from potential research students | Current academic year |
| External Examiners/Advisors Personal Details | 2 Years after last engagement |
| Information on payment of bursaries to research students | Kept while student is active then for 5 years after award |
| Notification of changes in registration details for research students | Kept for 5 years after the award |
| Postgraduate research student files/records/academic references (electronic & paper) | 5 years after student completes award |
| Research Candidates Referee details | Kept while student is active |
| Research Excellence Framework Documentation | Kept in perpetuity |

**2.11 Staff documents**

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| **Record description** | **Retention period** |
| Academic CVs on Programme Approval/Review Documentation (hard copy and electronic) | For the life of the programme and updated every 5 years as part of periodic review |
| Academic Partner approval paperwork including CVs for any new staff members | Lifecycle of the programme/staff employment at partner college |
| Academic partner information | Reviewed annually in November - any partner staff who have left are removed from the database. |
| DBS (Disclosure and Barring Scheme) documentation | Only DBS date and number held, no documentation |
| Exit Survey | 1 year then anonymised/aggregated |
| External Advisors Personal Details (hard copy and electronic) | Current academic year for new starters |
| External Examiners Personal Details log including bank details for payment (hard copy and electronic) | Duration of appointment + 12 months (Finance hold payroll records for current year + 6 years) |
| Names and contact details of staff (including Associate Lecturers and External Examiners) - department copy | Retained for duration of employment or destroyed sooner at staff member's request. |
| Right to Work/UKVI information | Duration of employment and an additional 2 years after leaving |
| Staff records | Duration of employment and an additional 6 years after leaving |
| Unsuccessful job applications/Interview and shortlisting records/notes (including GIS) | 12 months after closing date |

**2.12 Student documents (including Degree Apprenticeships)**

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| **Record description** | **Retention period** |
| Academic Standards committee paperwork | In perpetuity |
| Appeals Against Board of Examiners | 10 years after date of appeal |
| Applicant information | Up to four years (duration of course) |
| Application forms for exchanges | Completion of studies + 6 years |
| Applications for Ethical Approval | Kept for 5 years after research project ends |
| Apprenticeship commitment statement/contract (contains student full name and address) | Retained for length of contract +7 years by legal office |
| Apprenticeship student and employer details | Completion of studies + 7 years |
| Boards of Examiners Minutes (hard copy and electronic) | In perpetuity |
| Careers Service records | Completion of studies + 6 months or as specified on specific consent forms e.g. student testimonies and photographs. |
| Contact details for graduating students | 15 months when graduate destinations report is complete |
| Disciplinary paperwork for students (hard copy) | 7 years after completion of studies |
| Documents relating to all exchange students and staff | Completion of studies + 6 years in line with Erasmus regulations |
| Documents to meet Quality Audit requirements internal and external | Completion of studies + 3 years |
| Education Placements Information | Completion of studies + 2 years |
| Enquirer information | Current + 1 year |
| Enquiries from Potential Research Students | Current year |
| Ethics Forms (Undergraduate and Masters) | Current year for undergraduates. PhD ethics forms are held by the Research office. |
| Exam board papers (mark transcripts) | Current year only |
| Examination details | Current + 1 year |
| Extension Forms and Hand-in Sheets | 6 months/end of semester |
| External Examiner/Adviser nominations | Hard copy kept for current year then destroyed. Electronic papers retained for 5 years. |
| HEAR - Higher Education Achievement Report for Students | In perpetuity until contract terminated by Student with HEAR provider. |
| Letters to students detailing outcome of board of examiners - central record | Current + 2years |
| Mitigating Circumstances Forms (hard copy and electronic) | Completion of studies + 1 year |
| Module Assessment Feedback | Completion of studies + 2 years |
| Non-Tribal SITS Student files/records/academic references (hard copy and electronic) | Current + 2 years |
| Paper Registers for UKVI Students | Completion of studies |
| Pass Lists/Mark Schedules (electronic & paper) | Pre-SITS electronic system (1994) archived electronic. Post 1994 (generated using SITS) current year plus previous one year (registry). |
| Photographs from events and performances | Various - detailed on consent forms |
| Placement students’ destination information | Completion of studies + 2 years |
| Postgraduate research student files/records/academic references | Completion of award + 5 years |
| Qualification Check for Employers | In perpetuity. |
| Records relating to Education students required for Ofsted inspections | Annual review; retention period 4-8 years dependent on external reporting requirements |
| Report on exchange applications received | Completion of studies - then anonymised |
| Results  | In perpetuity |
| School Partnership Office (SPO) Archive | Completion of studies + 6 years |
| Student Academic Malpractice documents (hard copy and electronic) | Current + 6 years |
| Student Accommodation Records | After student leaves and account is settled |
| Student attendance data | 1 year |
| Student Change in Registration Database | Current + 5 years |
| Student Complaints | 10 years after date of complaint |
| Student Field Trip Information (including personal information and payment records) | Destroyed on completion of trip |
| Student forum paperwork | Printed paperwork shredded at end of meeting. Meeting minutes retained in perpetuity |
|  Student support documentation | Completion of studies + 3 years unless we are required to keep the information for longer than this for legal or contractual reasons. |
| Student support plans | Updated each academic year |
| Student Tracking Information System (Tribal SITS) | All data is securely held with strict access controls. Retention project currently in development. |
| Student Union Online Voting information | 14 days after the voting closes |
| Students' Examination scripts - printed and electronic | Current + 5 years |
| Students' work (current students) | Students are given until the end of the second week of the following semester, or the end of the week of Graduation for final year students, to collect their work. After this time the work will be destroyed. |
| Timetabling and Room Booking details | Current + 1 year |
| UKVI Student Route documents e.g. passport/visa/BRP/sharecode document(electronic & paper) | Completion of studies + 1 year (in accordance with UKVI Appendix D) |