

Student Records Retention Schedule

Record	Owner of the "golden copy"	Retention period	Trigger to begin retention period	Disposition	Explanation of retention period
Student Systems					
Student information, including name, title, gender	Student Systems	In perpetuity	Completion of studies	Archive	Student data is held in perpetuity to verify the degrees awarded by the University
Student photographs	Card Services	2 years	Completion of studies	Destroy	Photographs are destroyed when on campus identification is no longer necessary
Student term time contact details	Student Systems	Duration of study	Completion of studies	Transfer to Development & Alumni (D&A)	D&A become owners of this data post student completion
Records regarding programme of study, mode of study, method of study, course enrolments, periods of matriculation and absence	Student Systems and Schools (coursework)	10 years	Completion of studies	Destroy	After retention period with no contact from student, the record is reduced and core record is archived, all supporting data now without value is destroyed as part of this process
Higher Education Achievement Report (HEAR)	Student Systems	In perpetuity	n/a	Archive	This is European standard for sharing student course marks and awards, replacing the 'student transcript' and will be held as a record of student achievement, and is required to demonstrate the validity of the Universities award degrees
Records concerning student representation	School, course organiser	Defined per specific activity	Defined per specific activity	Defined per specific activity	As students volunteer to represent the University, they must be made aware of the data protection arrangements of that activity
Records concerning programme concessions	Extensions and Special Circumstances, School/College	1 year	Completion of studies	Destroy	Allows time to resolve any issues or queries; once a concession has been agreed and authorised, any supporting evidence can be destroyed

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Student adviser records and notes	School	5 years	Completion of studies	Destroy	Allows time to resolve any issues or queries
Support for Study case records	School	5 years	Completion of studies	Destroy	Allows time to resolve any issues or queries
Postgraduate Research review records	School	7 years	Completion of studies	Destroy	Allows time to resolve any issues or queries
Graduation registration and schedule	Student Systems	1 year	Completion of studies	Destroy	Allows time to resolve any issues or queries
Graduation publications	Student Systems	In perpetuity	n/a	Archive	Allows time to resolve any issues or queries; students are given opportunities to opt out when the list of graduands is shared externally for publication
Timetabling	Student Systems	2 years	Creation of record	Destroy	
Academic progress record, including formal action to deal with unsatisfactory progress, transfer to new programmes or to new courses within programmes, withdrawal from the institution, and the termination of individual students' programmes	Schools	6 years	Completion of studies	Destroy	After retention period with no contact from student, the record is reduced and core record is archived, all supporting data now without value is destroyed as part of this process
Library information	Library	2 years	Completion of studies	Destroy	
Virtual learning information, including communications forums, document sharing and submission of assessments	Schools	Live data from student record; data not locally retained	Completion of studies	n/a	After retention period with no contact from student, the record is reduced and core record is archived, all supporting data now without value is destroyed as part of this process

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Records relating to students' immigration status	Student Systems (Immigration service)	Key records: 10 years Supporting evidence, e.g visa and passport: 2 years	Completion of studies	Destroy	Legal requirement
Attendance monitoring information	Student Systems (Immigration service)	1 year	Completion of studies	Destroy	Legal requirement
Confirmation of Acceptance for Study (CAS)	Student Systems (Immigration service)	2 years	Completion of studies	Destroy	Legal requirement
Academic Technology Approval Scheme (ATAS) clearance	Student Systems (Immigration service)	2 years	Completion of studies	Destroy	Legal requirement
Records relating to students' fee status	Student Systems (Immigration service)	Key records: 7 years Supporting evidence, e.g. place of birth, school information, passports: 2 years	Completion of studies	Destroy	Legal requirement
Student funding application records	Student Systems (Student Funding team)	Successful applications: 7 years Unsuccessful applications: 1 year	Completion of studies	Destroy	Legal requirement

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Scholarship application records	Student Systems (Scholarships service)	Successful applications: 7 years Unsuccessful applications: 1 year	Completion of studies	Destroy	Legal requirement
D&A					
Register of General Council members	D&A	In perpetuity	Creation of record	n/a	Universities (Scotland) Act 1966
Alumni information and contact details	D&A	In perpetuity	n/a	Retained on D&A database	Alumni information will be actively maintained across a lifelong relationship, and is used for historic reporting requirements; alumni can opt out and request their contact details be deleted.
List of donors and associated records	D&A	In perpetuity	Creation of record	n/a	Provide donors with relevant and timely information; needed for historical reporting purposes
Lists of potential and current supporters and other individuals and stakeholders	D&A	In perpetuity	Creation of record	n/a	Provide individuals with relevant and timely information; needed for historical reporting purposes
Wealth assessment of donors and potential supporters	D&A	5 years	Creation of record	Destroy	Needed so requests for support are appropriate and relevant and resources are used effectively
Due diligence and risk assessment	D&A	In perpetuity	Creation of record	n/a	Needed for historical reporting purposes
List of event attendees and associated information	D&A	Duration of event	Event completion date	Destroy	n/a

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Academic Services					
Student academic appeals					
Student academic appeal case records	Associate Dean (College Office), Academic Services	5 years	End of case	Destroy	Allows time to resolve queries or issues
Student conduct cases					
Student conduct and academic misconduct case records	Schools, Colleges and Academic Services	5 years	End of case	Destroy	
Student conduct case records managed by Centre for Sport and Exercise, e.g. correspondence, evidence, notes of meetings, record of outcome of cases	Centre for Sport and Exercise	1 year	End of case	Destroy	
Student conduct case records managed by Accommodation, Catering and Events, e.g. correspondence, evidence, notes of meetings, record of outcome of cases	Accommodation, Catering and Events	1 year	End of case	Destroy	May have a bearing on later years of study; retention for 1 year after graduation allows time to resolve any issues and queries
Student conduct records relating to cases resulting in a student's permanent exclusion from the University	Academic Services	In perpetuity	End of case	Retain	Permanently excluded students are not eligible for re-admittance to the University on any course or degree programme
Records relating to the administration of student disclosures of criminal charges or convictions, including: i) date of disclosure, ii) nature of charge or conviction, and iii) confirmation of decision not to investigate under Code of Student Conduct	Academic Services	5 years	Decision taken	Destroy	
Student complaints					

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Student complaint case records	Relevant member of staff or investigation lead	5 years	End of case	Destroy	Allows time to resolve queries or issues
Minutes and papers of Special Circumstances Committee	Secretary to the relevant Special Circumstances Committee	5 years	Date of meeting	Destroy	Can be useful for precedent purposes
Student Accommodation					
Queries from prospective tenants, including emails, live chat enquiries and replies	Accommodation, Catering and Events	1 year	Creation of record	Destroy	Allows time for follow up queries or to resolve queries or issues
Accommodation application form	Accommodation, Catering and Events	3 years	End of current academic year	Destroy	Allows time to resolve queries or issues
Accommodation contract offer and confirmation of acceptance	Accommodation, Catering and Events	1 year	Contract acceptance	Destroy	Allows time to resolve any follow up queries
Medical or disability information provided for application for specific accommodation	Accommodation, Catering and Events	1 year	End of accommodation provision	Destroy	Allows time to resolve queries or issues
Bank Introductory Letter	Accommodation, Catering and Events	3 years	Completion of studies	Destroy	
Communication to student	Accommodation, Catering and Events	3 years	End of current academic year	Destroy	Allows time for follow up queries or to resolve queries or issues
All records relating to accommodation allocation appeals, including notice of appeal, outcome letter and committee minutes	Accommodation, Catering and Events	6 months	After conclusion of appeal	Destroy	Allows time to resolve queries or issues
Applications for accommodation transfer and associated records	Accommodation, Catering and Events	3 years	End of current year following end of accommodation provision	Destroy	Allows time to resolve queries or issues
Withdrawal requests	Accommodation, Catering and Events	1 year	End of accommodation provision	Destroy	Allows time to resolve queries or issues

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Security incidents recorded on incident tracker by the Community Support Team	Community Support Team	2 years	End of current financial year	Delete	Reports from Central Security team occasionally received and recorded on incident tracker
Report investigating is carried out by the Community Support Managers, in conjunction with Residence Life Team and Central Security Team	Community Support Team	2 years	End of current financial year	Delete	Allows time to resolve queries or issues and statistical reporting
Applications for accommodation renewal and associated records (undergraduate and postgraduate)	Accommodation, Catering and Events	3 years	End of current academic year	Destroy	Allows time for follow up queries or to resolve queries or issues
Careers support					
Records relating to student careers advice and guidance counselling	Careers Service	Students: duration of study Graduates: 5 years after leaving the University	End of academic year following the last contact	Destroy	Allows some time for contact to be revived
Registration forms for individual workshops	Careers Service	Students: duration of study Graduates: 5 years after leaving the University	End of session	Destroy	
Student requests for references and letters of reference	Relevant staff member	6 months	Creation of record	Destroy	Allows time for follow up requests; after five years a reference is unlikely to be still relevant
Student Counselling and Disability Support					
Disability support					

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Records relating to organisation of disability support for students	Record creator	5 years	Graduation, withdrawal or other permanent departure from University (in the case of lapsed students four years from last contact)	Destroy	Allows time to resolve queries or issues
Counselling services					
Records relating to students' counselling	Counselling Services	5 years	Final contact with Counselling Service	Destroy	Required by professional counselling body
Wellbeing services					
Records relating to specialist wellbeing support provided to students	Wellbeing Service	5 years	Final contact with Wellbeing Service	Destroy	
Providing informal pastoral care					
Records relating to provision of informal pastoral care	Relevant staff member	1 year	Graduation, withdrawal or other permanent departure from University (in the case of lapsed students four years from last contact)	Destroy	Could include correspondence between students and Director of Studies, supervisors, lecturers, tutors, course organisers, Accommodation offices, Centre for Open Learning (CoL) student advisers, or potentially any staff-member anywhere in the University; for CoL information, allow one year more than maximum time available to student to complete certificate
Letter confirming student's bona fides and associated records, e.g. visa application, council tax certificates, matriculation certificates, bank information	Creator of record	1 year	Creation of record	Destroy	Allows time to resolve queries or issues
Information Services					

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Card Services and Apps					
Records relating to administration of University card	University Card Services	15 months	Account expiration	Destroy	UK General Data Protection Regulation (GDPR)
Records relating to allocation of small project grants	Alumni Services	20 years	Decision on grant	Destroy	
ICT security					
Registration forms	IT Infrastructure Division	1 year	After receipt	Destroy	Allows time to resolve queries or issues
Identity Management Service auditable log of activity	IT Infrastructure Division	1 year	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
Personal email addresses within student database entry	Student Systems	1 year	Graduation, withdrawal or other permanent departure from University (in the case of lapsed students three years from last contact)	Destroy	Allows time to resolve queries or issues
Audit and exception files produced during network and email use	IT Infrastructure Division	1 year	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
History files produced during network and email use	IT Infrastructure Division	1 year	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
Usage reports	IT Infrastructure Division	4 years	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
Network traffic logs	IT Infrastructure Division	6 months	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
Report of network traffic information	IT Infrastructure Division	6 months	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
IT security problem report	IT Infrastructure Division	2 years	Creation of record	Destroy	No longer needed
Security analysis report	IT Infrastructure Division	5 years	Creation of record	Destroy	No longer needed
Problematic equipment database	IT Infrastructure Division: Science Support Team	1 year	Last incident	Destroy	

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Email in account at end of grace period	IT Infrastructure Division	Immediate	End of grace period	Destroy	Data Protection Act 2018 (DPA 2018)/UK GDPR
Withdrawing login and email access	IT Infrastructure Division	6 months	Withdrawal of account	Destroy	DPA 2018/UK GDPR
Alumni registration form	D&A	6 months	Creation of account	Destroy	Allows time to resolve queries or issues
Alumni history files produced during messaging service use	D&A	6 months	Creation of record	Destroy	Based on Home Office Voluntary Code of Practice on Data Retention
ICT User Support					
Preparing the user support system (IT Infrastructure Division Call Management System)	IT User Services Division	6 months	Graduation, withdrawal or other permanent departure from University (in the case of lapsed students three years from last contact)	Destroy	No longer needed
User support records in Call Management System	IT User Services Division	2 years	Logging of call	Destroy	Allows time to resolve queries or issues
Library services					
Registration of patrons	Main Library	1 year	Graduation, withdrawal or other permanent departure from University (in the case of lapsed students three years from last contact)	Destroy	Allows time to resolve queries or issues
Data runs producing library notices to be sent to patrons	Main Library	7 years	Creation of record	Destroy	Information may be needed for debt recovery
Learning, Teaching & Web					

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Training report for Information Security Essentials and Data Protection Training	Information Security	1 year	Completion of studies	Destroy	Allows time for users to be removed from AD, which is used to populate the data; during retention period high level reports (with no personal data) are created and saved separately