

Records Retention Schedule

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Academic Partnership Unit			
Teaching Observations	One year	Academic Partnerships Unit	Deletion from electronic records.
External examiner details	Until end of external examiner contract	Academic Partnerships Unit	Deletion from electronic records.
Staff records	Until the end of staff contract	Academic Partnerships Unit	Deletion from electronic records.
Staff records (partners) PASAF	Until the end of staff contract	Academic Partnerships Unit	Deletion from electronic records.
Partner student rep details	One year	Academic Partnerships Unit	Deletion from electronic records.
Partner Assessment Panels	One year	Academic Partnerships Unit	Deletion from electronic records.
Attendance registers	One year	Academic Partnerships Unit	Deletion from electronic records.
Mitigating Circumstances - spreadsheet/ Appeals documentation - stage 2 (including recordings)	One year following completion of MC	Academic Partnerships Unit	Deletion from electronic records.
Student interviews/ meetings (including recruitment recordings)	One year	Academic Partnerships Unit	Deletion from electronic records.
Student Records (Learning Support Plans)	One year following completion of programme	Academic Partnerships Unit	Deletion from electronic records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Academic Quality			
Academic and Professional Misconduct records	For duration of student's registration at the University +8 years. For referral if	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.

	more than one instance. For OIA purposes. Limitation period for negligence.		
Academic Appeals records	For duration of student's registration at the University + 8 years. For referral if more than one instance. For OIA purposes. Limitation period for negligence.	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Records of external examiner and independent assessor appointment - CVs, nomination forms, mentoring arrangements, change of responsibilities	For successful applicants: to end of appointment +1 year For unsuccessful applicants: 6 months	Academic Quality Office	Deletion from electronic records.
Records of external panel members - approval, collaboration & periodic review	For successful applicants: to end of appointment +1 year. Bank details: to end of appointment + 6 months For unsuccessful applicants: + 1 year with consent, without delete when advert is filled	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
External Examiner and Independent Assessor Reports	For 5 academic years	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Records of PSRB activity	permanent retention: to keep a full history of PSRB records	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Review and approval documentation	Until next periodic review (typically +5 years).	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Review and approval events	Until next periodic review (typically +5 years).	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Review and approval documentation (more likely review documentation)	Until next periodic review (typically +5 years).	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Definitive Programme Documents	Indefinitely	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Expense claim forms	at the end of the next academic session	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Committee/Groups	Retain everything in the Directorate folder indefinitely and delete previous records from QSU folder post OfS visit	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.

Collaborations	For CVs from an approval / review event: until next review (normally +5 years) CVs rec'd ad hoc should be held by HoS Admin (ref: Memo of agreement)	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Collaborations	Until next periodic review (typically +5 years).	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Careers Placements and Partnerships Team			
Student Career Tracker	3 years after Graduation	Graduate Employment/Placement Teams	Permanently Deleted
Student Career Tracker	3 years after Graduation	Graduate Employment/Placement Teams	Permanently Deleted
Job/Placement Advertising Website	2 years after inactivity (or at request)	Graduate Employment/Placement Teams	Permanently Deleted
Job/Placement Advertising Website	2 years after inactivity (or at request)	Graduate Employment/Placement Teams	Permanently Deleted
Event/Programme Contact Lists	1 Year	Graduate Employment/Placement Teams	Permanently Deleted
Event/Programme Contact Lists	1 Year	Graduate Employment/Placement Teams	Permanently Deleted
Student Placement Details	Perpetuity	Graduate Employment/Placement Teams	Electronic Archive
L4 Placement Information	1 Year	Graduate Employment/Placement Teams	Permanently Deleted
Health and Safety Placement Details	3 years	Graduate Employment/Placement Teams	Permanently Deleted
Health and Safety Placement Details	3 years after Graduation	Graduate Employment/Placement Teams	Permanently Deleted
Student Placement Details	Perpetuity	Graduate Employment/Placement Teams	Electronic Archive

Student Placement Application	3 years after graduation	Graduate Employment/Placement Teams	Permanently Deleted
CVs/Job Applications	6/12 months (data clearance or in line with email retention policy)	Graduate Employment/Placement Teams	Permanently Deleted
Student Placement Tracking	1 Year after Placement	Graduate Employment/Placement Teams	Permanently Deleted
Leeds Trinity Business Network	1 Year after inactivity (or at request)	Graduate Employment/Placement Teams	Permanently Deleted
Mentoring Programme tracker	1 Year after Programme End	Graduate Employment/Placement Teams	Permanently Deleted
Student Placement Database	15 months after Graduation	School Placement Team	Permanently Deleted
Student Placement Database	Perpetuity	School Placement Team	Electronic Archive
Surveys and Forms	Deleted after one year (or upon request)	Graduate Employment/Placement Teams	Permanently Deleted
Online Meetings/Seminars	Deleted after one year	Graduate Employment/Placement Teams	Permanently Deleted
CVs/Job Applications	Deleted after Graduation OR after one year of account inactivity OR upon request	Graduate Employment/Placement Teams	Permanently Deleted
CVs/Job Applications (LTU Internships)	Deleted after one year	Graduate Employment/Placement Teams	Permanently Deleted
JUMP Programme Mentee student details	Deleted after one year (or upon request)	Graduate Employment/Placement Teams	Permanently Deleted

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
CAWBLS (Centre for Apprenticeships, Work-based Learning & Skills)			
Student records (personal data)	completion of study across the programme once EPA has taken place	CAWBLS	Manual deletion for electronic records and confidential waste for paper copies
Student records (employer/ sub-contractor data)	completion of study across the programme once EPA has taken place	CAWBLS	Manual deletion for electronic records and confidential waste for paper copies

Ad:Venture Case Studies	In perpetuity	Knowledge Exchange	Manual deletion for electronic records and confidential waste for paper copies
Knowledge Exchange Development Fund application forms	In perpetuity	Knowledge Exchange	Manual deletion for electronic records and confidential waste for paper copies
Re:Tension toolkit names of external Higher Education Institutions	In perpetuity	Knowledge Exchange	Manual deletion for electronic records and confidential waste for paper copies

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Chaplaincy			
University Associated Contacts	Ongoing with review every September	Chaplaincy	Manual Deletion
Student Engagement	Ongoing until graduation unless student requests to be kept on the list	Chaplaincy	Manual deletion for electronic records and confidential waste for paper copies
Chaplaincy news/bulletin/newsletter	Ongoing with review every September	Chaplaincy	Manual Deletion
University Associated Contacts	Ongoing with review every September	Chaplaincy	Manual Deletion
Marriage Register	Indefinitely	Chaplaincy	N/A
Record of Conversations/Info on students	5 years	Chaplaincy	Manual Deletion
Record of Conversation/Info on Students	5 years	Chaplaincy	Manual Deletion
Record of Conversation/Info on Students	5 years	Chaplaincy	Manual Deletion
Record of Conversation/Info on Students	5 years	Chaplaincy	Manual Deletion
Record of Sacraments	2 weeks	Chaplaincy	Manual deletion (if kept on one drive)
Youth 2000 Gap Year Information	1 year	Chaplaincy	Manual Deletion
Attendance at Mass (During COVID-19)	21 days	Chaplaincy	Confidential waste for paper records.

Individual Self-Assessment forms (Priests)	1 year	Chaplaincy	Confidential waste for paper records. Deletion from electronic records
TC21 Sign Ups	2 years	Chaplaincy	Confidential waste for paper records. Deletion from electronic records
TC22 Sign Ups	2 years	Chaplaincy	Confidential waste for paper records. Deletion from electronic records
Chaplaincy Intern Information	2 years (as per contract length)	Chaplaincy	Manual Deletion

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Estates & Facilities			
Contractors Record	Ongoing - determined on case-by-case basis or until contract is finished	Estates & Facilities	Deletion from electronic records. Confidential waste for paper records.
Office Records	Ongoing until member of staff leaves or cancels permit	Estates & Facilities	Deletion from electronic records.
Office Records	1 year after event/ last contact with university	Conferences	Deletion from electronic records.
Office Records	current academic year + 1 month	Aramark	Documents are returned to Head Office.
Rotas	Kept for 2 weeks	Aramark	Deletion from electronic records/ confidential waste for paper records.
Office Records	5 years	Accommodation	Deletion from electronic records.
Records relating to incidents on site	3 years + 1 months	Estates & Facilities	Deletion from electronic records.
Resident student parking permit application	Details & outcome are stored for 1 year in Outlook	Estates & Facilities	Deletion from electronic records.
Wifinity 'Zero Touch'	The data will be kept until 3 months after the expected end of the accommodation contract	Accommodation	Deletion from electronic records.

Parcel Tracking	The data will be kept until 3 months after the expected end of the accommodation contract	Accommodation	Deletion from electronic records.
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Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Executive Office			
Executive/ Governors Board & Committee papers	13 months, indefinite for Board of Governors	Executive Office	Deletion from electronic records. Confidential waste for paper records.
Visiting Professional Associate	Ongoing - determined on case-by-case basis	Executive Office	Confidential waste for paper records. Deletion from electronic records.
Address Database	13 months	Executive Office	updated annually
Complaints Stage 3	Date of Graduation/Withdrawal + 6 months	Executive Office	Personal and sensitive data would be anonymised
Complaints Stage 2	Date of Graduation/Withdrawal + 6 months	Executive Office	Personal and sensitive data would be anonymised
Major Incident Management Plan	Reviewed quarterly	Executive Office	Confidential waste for paper records. Deletion from electronic records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Faculty Business Managers Office			
Contacting staff; onboarding and processing leavers	Up to 6 months	FBO: Line management/ Organisation structures	deletion/confidential waste for any hard copy
Process claims for VL's and guest speaker	until the payment has been made (1-3 months)	FBO: Claim Processing	deletion/confidential waste for any hard copy
Contact students internally (general comms)	Up to 1 year	FBO: Contacting students	deletion/confidential waste for any hard copy
Notes of meetings	Up to 6 months	FBO: Student complaints	deletion/confidential waste for any hard copy

Monitor actions post assessment panels /Raise questions/resolve queries	Up to 6 months	FBO: Student marks/ grades *Now FBO dealing with IMR and assisting assessment panels	deletion/confidential waste for any hard copy
Contacting students internally about awards, obtaining personal data related to attending the events	1 year - deleted after commencing plans for next events	FBO: Deans' Awards	deletion/confidential waste for any hard copy
Contacting students internally and guest speakers about the event, obtaining personal data related to attending the event	1 year - deleted after commencing plans for next events	FBO: Writers' Festival	deletion/confidential waste for any hard copy
Contacting students internally and external visitors about event, obtaining personal data related to attending the events	1 year - deleted after commencing plans for next events	FBO: Degree Show (BCDI)	deletion/confidential waste for any hard copy
Arrange travel and accommodation for staff and students going on trips	To be deleted asap after return from visit	FBO: International Trips	deletion/confidential waste for any hard copy

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
Finance				
Finance	Contact Details (student - customer)	7 years + current year	Finance System	Deletion from electronic records. Confidential waste for paper records.
Finance	Contact Details (staff)	7 years + current year	Finance System	Confidential waste for paper records. Deletion from electronic records.
Finance	Contact Details (external claimant)	7 years + current year	Finance System	Deletion from electronic records. Confidential waste for paper records.
Finance	Contact Details (student – supplier)	7 years + current year	Finance System	Confidential waste for paper records. Deletion from electronic records.
Finance	Bank Details (staff, students, external claimants)	7 years + current year	Finance System	Deletion from electronic records. Confidential waste for paper records.
Finance	Contact Details (expenses claims)	7 years + current year	Finance System	Confidential waste for paper records. Deletion from electronic records.
Finance	Bank Details (for expenses claims)	7 years + current year	Finance System	Confidential waste for paper records. Deletion from electronic records.

Finance	Full Card no & expiry date	7 years + current year	Finance System	Confidential waste for paper records.
Finance	Name	7 years + current year	Finance System	Confidential waste for paper records.
Payroll	Contact Details	7 years + current year	Payroll System and Finance Office	Confidential waste for paper records. Deletion from electronic records.
Payroll	DOB	7 years + current year	Payroll System and Finance Office	Confidential waste for paper records. Deletion from electronic records.
Payroll	Bank Details	7 years + current year	Payroll System and Finance Office	Deletion from electronic records. Confidential waste for paper records.
Payroll	National Insurance & Tax Code	7 years + current year	Payroll System and Finance Office	Confidential waste for paper records. Deletion from electronic records.
Payroll	Gender	7 years + current year	Payroll System and Finance Office	Confidential waste for paper records. Deletion from electronic records.
Finance/Payroll	Change of bank details	7 years + current year	Finance Office	Confidential waste for paper records.
Management Accounts	All data registered with Payroll	7 years + current year	Finance and Payroll System	Deletion from electronic records.
Management Accounts	All data registered with Payroll	15 Years	Finance and Payroll System	Confidential waste for paper records. Deletion from electronic records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Human Resources			
Employment applications	6 months	Human Resources	iTrent automated routine every month to retract the data
Interview assessment notes	6 months	Human Resources	iTrent automated routine every month to retract the data
New Starter Information	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Manual deletion - electronic records.

Employment Record	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Manual deletion - electronic records.
Staff Data Access Requests	12 months	Human Resources	Manual Deletion – electronic records
Accident reporting	3 years for the paper forms but 40 years if involves asbestos	Human Resources - Health & Safety	iTrent automated routine. Manual for paper forms
Risk Assessments	3 years	Human Resources - Health & Safety	Manual deletion – electronic records
Staff Benefits Software (Sodexo)	current employment only	Human Resources	monthly file to delete record via one drive secure link
Associate Staff through partnerships	Period of partner associate + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Associate Staff (non-partnerships)	Period of non-partner associate + 6 years	Human Resources	iTrent automated routine every month to retract the data.
GBG (DBS checks)	n/a	Human Resources	n/a
Thrive Mental Wellbeing APP (Supplied by Health Assured)	current employment only	Human Resources	Manual notification of leavers
Blank - new starter packs	deleted by Blank once new starter pack sent	Human Resources	Manual Deletion – electronic records
New Starter Information - Right to work checks	1 month	Human Resources	YOTI automated routine

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
Institute for Childhood Studies				
Student record	Name, contact details of tutees	End of academic year	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.
Staff Research	Name	Five years	Institute for Childhood Studies	Confidential waste for paper records. Deletion from electronic records.
Staff Research	Gender	Five years	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.

Staff Research	Age	Five years	Institute for Childhood Studies	Confidential waste for paper records. Deletion from electronic records.
Staff Research	Potentially any of Article 9 data (anonymised)	Five years	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.
Student Research	Name	Five years	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.
Student Research	Gender	Five years	Institute for Childhood Studies	Confidential waste for paper records. Deletion from electronic records.
Student Research	Age	Five years	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.
Student Research	Potentially any of Article 9 data (anonymised)	Five years	Institute for Childhood Studies	Confidential waste for paper records. Deletion from electronic records.
Student support	Name, student number, Attendance Patterns (i.e. registers)	End of academic year	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.
Planning and development	name, job title, salary details, fixed term	Two years	Institute for Childhood Studies	Deletion from electronic records. Confidential waste for paper records.

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
IT Services				
Centralised access control for IT Systems	Contact details: name, university ID number, university email address, preferred personal email address, course module groups	Accounts deleted within 180 days of student graduation / withdrawal	Active Directory Servers, onsite, offsite and EU cloud services	Automated Deletion
centralised access control for IT Systems	Contact details: name, university email address	Accounts deleted 10 days after date of departure	LTU managed servers on-site and at NDC	Deletion
IT fault reporting	Contact details: name, university email address	As long an Active Directory Record exists	LTU managed servers on-site and at NDC	Deletion
Asset database record	Contact details: Name, office location	Whilst they exist as staff until equipment is reassigned	Meraki Cloud	Automated Deletion

Fault diagnosis - Wi-Fi	Username, session IP address, MAC address, Wi-Fi location, last seen date	30 days	LTU controlled hardware on site or in NDC	Automated Deletion
Fault diagnosis and IT Security Firewall	URL address history, session IP address, username, time and date of access	30 days	LTU controlled hardware on site or in NDC	Automated Deletion
Backup of all data	All Data	Retention periods vary depending on the service or data backed up.	LTU controlled hardware on site or in NDC	Automated Deletion
Timetable synchronisation	Timetable data for each student	As long an Active Directory Record exists	Mimecast Servers (EU)	Automated Deletion
Email SPAM and Virus filtering	Contact details: Email messages	30 Days	LTU controlled hardware on site or in NDC	Automated Deletion
User account creation and management	Contact details: name, university ID number, university email address, preferred personal email address, course module groups	<i>Currently being investigated. Policy to be reviewed and implemented</i>	LTU controlled hardware on site or in NDC	Automated Deletion
Print Logs	Username, print account balance, print history (document file name, print cost, number of pages)	<i>Currently being investigated. Policy to be reviewed and implemented</i>	LTU controlled hardware on site or in NDC	Automated Deletion

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Library and Learning Resources			
Library borrower record - students	Accounts deleted 4 months after study end date on SITS	Library & Learning Resources	Electronic Deletion
Library borrower record - staff	Accounts deleted 4 months after expiry date	Library & Learning Resources	Electronic Deletion
Library borrower record – external borrowers	Accounts deleted 4 months after expiry date (duration of membership 5 years for alumni, 3 years for local residents)	Library & Learning Resources	Electronic Deletion
Registration forms (external Library membership)	30 days after expiry of account (membership duration of 5 years for alumni, 3 years for external patrons, variable)	Library & Learning Resources	Manual deletion

Membership cards awaiting collection by users	3 months	Library & Learning Resources	Physical destruction if uncollected after 3 months (LLR staff)
Debtor information – statement of outstanding library debt	5 years	Library & Learning Resources	Manual deletion
Debtor information - debtor lists	5 years	Library & Learning Resources	Manual deletion
Claimed returned items	30 days	Library & Learning Resources	Physical destruction
Lost, damaged, replaced & unreturned item data	4 years	Library & Learning Resources	Manual deletion
Group Study Room booking information	21 days	Library & Learning Resources	Manual deletion
SCONUL Access Applications	Expired/ duplicate applications archived monthly; SCONUL deletes applications that have been archived for 3 years.	Library & Learning Resources	Manual archiving. Automated deletion.
Staff contact details	10 days after date of departure.	Library & Learning Resources	Manual deletion
Request Service Form- requires details to ascertain requester	5 years	Library & Learning Resources	Manual deletion
Request Service Spreadsheet- data on course, level of study, item type and reason for request for statistical / budgetary planning purposes	5 years	Library & Learning Resources	Manual deletion
Request Service archival spreadsheet (used for budgetary planning purposes)	Retention for 5 years.	Library & Learning Resources	Manual deletion
Monthly Requester Stats Archive (used for purchasing decisions)	Data dates back to 2016 (4 years) Retention for 5 years.	Library & Learning Resources	Manual deletion
Paper Request Forms and Permissions Slips (data kept for copyright compliance/audit purposes)	Data dates back to 2015 (5 years) Retention for 5 years.	Library & Learning Resources	Manual deletion
OpenAthens user accounts	30 days after account expiry.	Library & Learning Resources	Manual deletion
BoB National - user accounts	As per Learning on Screen Privacy & Cookies Policy - http://bufvc.ac.uk/aboutus/privacy/privacy-and-cookies-policy	Library & Learning Resources	Automated deletion

User enquiries	Deletion from in-box and sent mail 3 years after sending.	Library & Learning Resources	Automated deletion
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Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Marketing & Communications			
Enquirer record	as long as contract requires the supply of services to data subject/ up to 3 years from fist enquiry	Marketing & Communications	manual deletion of electronic record
Marketing collateral	until consent is withdrawn	Marketing & Communications	manual deletion of electronic record
Enquirer record	until date of event +1 day	Marketing & Communications/Student Recruitment	manual deletion of electronic record
Alumni record	in perpetuity - alumni are routinely reminded that they have the right to request that we remove their data	Corporate Communications	manual deletion of electronic/ paper record: confidential waste
School partnerships record	End of Open Day cycle of each year, then the data is transferred to Connect and deleted from GoToWebinar	Leeds Trinity Education Network	manual deletion of electronic record
Open Day Registrants	End of Open Day cycle of each year, then the data is transferred to Connect and deleted	Marketing & Communications/Student Recruitment	manual deletion of electronic record
Applicants	In perpetuity	Marketing & Communications/Student Recruitment	manual deletion of electronic record
Current/Former Students and staff	5 years	Marketing & Communications/Student Recruitment	manual deletion of electronic record
Students/general public	1 month	Corporate Communications	manual deletion of electronic record

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Planning and Information Governance			
Data Breach Report	1 year	Data Protection	Electronic Deletion Confidential waste for paper records
FOI requests	Perpetuity	Freedom of Information	N/A
Internal Management Information Reports	1 year	Planning and Information	Electronic Deletion
SQL Datasets	In line with Student Record retention schedule	Planning and Information	Datasets mirror the student record at source and so disposal happens automatically as source records are deleted or archived.
SQL Server Reporting Services Reports	Reports are academic year specific and so records are removed at the end of each year	Planning and Information	Automatic update process which changes the report to a new year and removes previous year records.
Power BI Dashboard Reports	Reports are specific to recent date ranges and so older records are removed without intervention	Planning and Information	Automatic updates based on date parameters of the reports.
Statutory data returns	Records on the P&I network drive: 5 years Preparation files and draft copies: 1 year	Planning and Information	SITS deletion schedule or deletion of electronic record.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Research & Knowledge Exchange			
Enquiries	in perpetuity	Research (PhD/MbR)	n/a
Applicants	in perpetuity	Research (PhD/MbR)	n/a
Applicants	In perpetuity for audit and UoL compliance	Research (PhD/MbR)	Confidential waste for paper records

PGR student records	In perpetuity for audit and UoL compliance	Research (PhD/MbR)	n/a
PGR student records	In perpetuity for audit and UoL compliance	Research (PhD/MbR)	n/a
PGR's Expenses Claims	In Perpetuity for reference and Audit	Research (PhD/MbR)	n/a
Viva expenses claims	In Perpetuity for reference and Audit	Research (PhD/MbR)	n/a
PGR student records	In Perpetuity for reference and Audit	Research (PhD/MbR)	n/a
Conference Funding	In Perpetuity for reference and Audit	Research	n/a
Grant Activity	In Perpetuity for reference and Audit	Research	n/a
Reference requests	In Perpetuity for reference and Audit	Research	n/a
Committee meeting papers	deleted once meeting has taken place	RKEC/RDSC/REISC/ REF Group	n/a
Recording meetings via MS Teams	Deleted once minutes have been typed	RKEC/RDSC/REISC/ REF Group	n/a
Committee meeting papers & other relevant documents relating to RDAP	in perpetuity for reference, Audit & RDAP application	RDAP Strategy Group	n/a
recording meetings via MS Teams	removed in accordance with IT policy	RDAP Strategy Group	n/a

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
School of Communication, Business and Law				
Job applications	Name, CV, contact details	for twelve months after the CV is received	School of Arts and Communications	Manual deletion of electronic record.
Contacting staff	Email, mobile	until termination of employment	School of Arts and Communications	Manual deletion of electronic record.

Student information	Name, contact details	until student graduation	School of Arts and Communications	Manual deletion of electronic record.
Research	Name	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Gender	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Age	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Potentially any of Article 9 data (anonymised)	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Name	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Gender	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Age	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Research	Potentially any of Article 9 data (anonymised)	Five years	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Student support	Name, student number, Attendance Patterns (i.e. registers)	Retained until end of academic year	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.
Planning and development	name, job title, salary details, fixed term	Retained until end of academic year	School of Arts and Communications	Confidential waste for paper records. Manual deletion of electronic records.

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
School of Social and Health Science (SSHS)				
Job applications	Name	Until decision is made not to offer post, or until end of contract, if appointed	SSHS	Manual deletion of electronic record.
Job applications	Contact Details	Until decision is made not to offer post, or until end of contract, if appointed	SSHS	Manual deletion of electronic record.

Job applications	Qualifications	Until decision is made not to offer post, or until end of contract, if appointed	SSHS	Manual deletion of electronic record.
Job applications	Employment History	Until decision is made not to offer post, or until end of contract, if appointed	SSHS	Manual deletion of electronic record.
Student support	Personal information (e.g. emails)	Retained max. until end of academic year	SSHS	Manual deletion of electronic record.
Student support	Email address	Student graduation	SSHS	Manual deletion of electronic record.
Research	Name	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Gender	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Age	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Potentially any other special category data (anonymised)	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Name	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Gender	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Age	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Research	Potentially any other special category data (anonymised)	Five years	SSHS	Confidential waste for paper records. Manual deletion of electronic records.
Student support	Attendance Patterns (i.e. registers)	Retained until end of academic year	SSHS	Confidential waste for paper records. Manual deletion of electronic records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Student Administration			
Student Record	Name, DOB, gender, health records, programme/ module details,	Perpetuity	Student Record Database Electronic Archive

	academic performance, final degree award classification, student status start & end dates			
Student Record	personal information	Completion of study +1 year	Student Record Database	Electronic Archive
Student Administration	Award Ceremony Record	Completion of study +1 year	Student Record Database	Electronic Archive
Student Administration	Mitigating Circumstances Application	Perpetuity	Student Administration	Electronic Archive
Student Administration	Mitigating Circumstances Evidence	Perpetuity	Student Administration	Electronic Archive
Student Administration	Examination Invigilator Record	Completion of contract	Student Administration	Manual Deletion
Student Administration	Student Data Access Requests	12 months	Student Administration	Manual Deletion
Student Administration	Subject Access Request log	5 years	Student Administration	Manual Deletion
Application processing	personal information	If rejected, year of application +1year. If becomes a student, Last date of attendance OR Graduation date + 6 Years	Student Record Database	Electronic Archive
Application processing	Name, DOB, gender, health records	Perpetuity	Student Record Database	Electronic Archive
Application processing	Interview Schedules and registers	Until interview has passed.	Student Administration	Data deletion
Application processing	Medical declarations	Completion of course plus 3 years	Student Administration	Manual process, work of Occupational Health Adviser
Student Record	Change of programme	Current academic year only	Student Record Database Student Administration	Electronic Archive
Student Record	Change of name	Perpetuity	Student Record Database Student Administration	Electronic Archive
Student Record	Restart/ repeat spreadsheets	Current & future academic year only	Student Administration	Manual deletion
Student Record	Withdrawal forms & suspension forms	Current & previous academic year only	Student Administration	Manual deletion
Student Record	CCRS lists	24 months	Student Administration	Manual deletion

Student Record	Council tax exemption lists	12 months	Student Administration	Manual deletion
Student Record	SFE – import and export lists	Current & previous academic year only	Student Administration	Manual deletion
Student Record	Certificates, transcripts, student letters, graduation pass lists	Transcripts – in perpetuity Detailed award letters – in perpetuity Others – deletion once sent	Student Administration	Manual deletion / confidential waste for paper records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
Student Support			
JISC Export of Notes	1 full Academic Year on OneDrive	Student Engagement Manager	OneDrive: Student Engagement Manger will manually delete this.
Tutorial records	3 years - until student graduates	Learning Hub	Manual deletion from shared drive. If any document is printed, it is put in confidential waste.
Attendance records	3 years –until student graduates	Learning Hub	manual deletion from shared drive
Student Record	3 years	Disability services	Evision and SITS records deleted upon graduation or withdrawal
Student Record	3 years	Student Support	Evision and SITS records deleted upon graduation or withdrawal
Student Records (Hardship Funds)	evidence is deleted after 21 days from the Hardship Panel’s assessment. All other student records are kept for 4 academic years	Money Advice	manual deletion (electronic records),
Student Records (WP Bursaries including CL, estranged and SS)	up to graduation / left course / 4 years whichever is longest	Money Advice	manual deletion (electronic records), Evision records deleted upon graduation or withdrawal
Occasional case notes	max. three years after graduation or until I leave service (2020)	Director of Student Services	manual deletion (electronic records), confidential waste (paper records)

Case files	Current academic year + 5 years there may be legal needs - (subpoenas, coroners) extending into the future	Student Mental Health & Wellbeing service	manual deletion (electronic records), Evision and SITS records deleted upon graduation or withdrawal
Student Engagement Tracker	termly up to 3 years or graduation.	Student Liaison and Engagement Officers (SLEOs), Learning Hub and academic staff	manual deletion of electronic records
myLTU app	In line with live SITS data	Student Communications	In line with live SITS data
MyLTU Digital Register	after each term	Student Liaison and Engagement Officers (SLEOs), Learning Hub and academic staff	end of academic year, automatically deleted by app
JISC: Learner Analytics system	Automatically deleted by JISC after student graduates	SLEOs, Learning Hub staff, academic staff and wider student support	Automatic deletion
Microsoft Bookings	Automatically deleted by Microsoft office 365 in 180 days	Student Mental Health & Wellbeing, Student Support team, Money Advice, Learning Hub, Disability	Automatically deleted by Office 365
Social Media Channels (Student audience)	30 days after a student's account is deleted	Student Communications	manual deletion
Assessment tracking	3 years –until student graduates	Academic Skills Teaching	manual deletion from shared drive
Attendance data, records of any contact	Automatically deleted by JISC after student graduates	Academic Skills Teaching	Automatic deletion
Student Records (general)	3 years	Money Advice	Evision and SITS records deleted upon graduation or withdrawal

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
Trinity Fitness				
Records	Membership - Students/public/staff	2 years after cancellation/ lapsed date	Trinity Fitness	Deletion
Records	Legend Bookings - Student/public/staff	2 years after cancellation/ lapsed date	Trinity Fitness	Deletion
Records	Students/public	According to Harlands' retention Schedule	Trinity Fitness	According to Harlands' destruction policy

Records	Membership forms of students/ public/staff	3 Months	Trinity Fitness	Confidential waste
Security	Membership Cards - Students/public	2 weeks	Trinity Fitness	Shredded in TF office
Records	Employees	Delete as soon as the employee leaves employment	Trinity Fitness	Deletion
Records	Public/ Block booking invoice	2 years	Trinity Fitness	Deletion
Records	Contact information for staff members/class instructors	Delete as soon as the staff member/class instructor leaves	Trinity Fitness	Deletion
Records	Personal fitness programmes for C.Parnham private clients	According to C.Parnham PT retention Schedule	Trinity Fitness	According to C.Parnham PT destruction policy
Records	P.O.S Cash till receipts	12 Months	Trinity Fitness	Confidential waste
Records	Marketing consent forms	10 years	Trinity Fitness	Deletion
Records	Techno gym digital application- Personal Fitness Programmes	2 years	Trinity Fitness	Deletion
Records	Waver forms of PAYG/members	12 Months	Trinity Fitness	Confidential waste
Records	Guest book for C.P Clients/guests	2 years	Trinity Fitness	Confidential waste