

### Retention Policy for Student Data

<b>CATEGORY</b>	<b>SHORT DESCRIPTION</b>	<b>MINIMUM PERIOD</b>	<b>MAXIMUM PERIOD</b>
<b>Recruitment data</b>	Expressions of interest in courses and open day information		6 months after cessation of relationship
<b>Application data</b>	Application forms, interview information		6 months after cessation of relationship (unsuccessful applicants only) 6 years after student leaves (successful applicants))
<b>DBS disclosure</b>	Information relating to criminal records		6 months after checking
<b>Core academic data</b>	Transcript like information and basic verification information relating to the individual	Perpetuity	Perpetuity
<b>Financial data</b>	Information relating to student debt and student payments	6 years after student leaves	6 years after student leaves
<b>Reference data in addition to core academic data.</b>	Contents of student file e.g. attendance date, e-mails etc	1 year after student leaves	6 years after student leaves
<b>Audit/professional/statutory data</b>	Health and safety records, verification data required by professional body or HEFCE audit	As required	As required
<b>Appeals and complaints/anticipated or ongoing legal action</b>	Academic and disciplinary appeals, student complaints and litigation	1 year after student leaves for all students	For Cases: 6 years after exhaustion of internal process or after the student leaves.

<b>Course information</b>	Programme and Module specifications	Perpetuity	Perpetuity
<b>Quality Assurance</b>	Student surveys, module reviews, programme reviews, minutes of meetings, Exam papers etc	Current academic year plus 1	None unless individuals are identified
<b>Student assessments and evidence submitted for mitigation, disability notification.</b>	Assessments, exam scripts, and any item that identifies the student e.g. mitigating circumstances minutes, exam board minutes	1 year after student leaves	6 years after student leaves
<b>Learning resources that identify students</b>		Current academic year plus 1	
<b>Learning resources that don't identify students</b>	Lecture slides, recordings and hand-outs	In accordance with systems policy, based on available space and system performance	In accordance with systems policy, based on available space and system performance

**DOCUMENT RETENTION POLICY FOR HR AND PENSIONS RECORDS  
(ELECTRONIC AND PAPER)**

<b>HR</b>		
<b>Record Type</b>	<b>Retention period*</b>	<b>Justification</b>
1. Personnel records for staff subject to below	6 years after the person leaves the University's employment	To allow for completion of references.
2. Application forms and interview notes for unsuccessful candidates	1 year from completion of appointment process. (Successful job applicants documents will be transferred to the personnel file and retained as above)	Possibility of legal challenge. 6 months normal max but with possibility of grounds for extension 1 year sensible.
3. Application forms and interview notes for unsuccessful candidates where person appointed does not have indefinite leave to enter and work in the UK	2 years from completion of appointment process.	Interview notes can be requested by the UKBA as part of an audit.
4. DBS check documentation	6 months from completion of appointment process	Period to deal with any request for feedback/challenge from applicants. 6 months max set by CRB.
5. HR records of staff identified to be of archival interest following archival management process (see below)	Indefinite	Of indefinite use for research purposes.

<b>PENSIONS</b>		
6. PAS Members – member contributions paid, unpaid absences, maternity leave absences, salary history and part time service fractional changes. Any correspondence & calculations of benefits on leaving or retirement, or on transferring benefits into PAS	Up to staff's death	Purposes of calculating and verifying benefits
7. USS/NHS/TPS Members - member contributions paid, unpaid absences, maternity leave absences, salary history and part time service fractional changes	Up to 6 years after the person leaves the University's employment, retirement or death (whichever the earlier)	Purposes of calculating and verifying benefits

\*Assumes no litigation /appeal /complaint or other exceptional circumstance requiring further extension. Retention then to be as needs only.

## ARCHIVAL MANAGEMENT PROCESS

1. HR representative seeking purge of HR files to send by email the names on the personnel files affected to the relevant Head of School and University Secretary.
2. Head of School or University Secretary have 7 calendar days to respond if they wish to hold back any of the files.
3. If no response received from Head of School or University Secretary assume purge of the files can continue in accordance with the normal retention criteria. If Academic or Administrative staff falling within categories detailed under (a) or (b) below, then special arrangements will apply as described under 4:
  - a) Academic: those who were Deans or Pro-Deans of Faculties, or Professors or Heads of Department/Institutes (of Chairperson, Director), Emeritus or Honorary Professor, or Fellow of their respective professional Society/Institute
  - b) Administrative: the University's Executive: the Vice Chancellor, the Deputy Vice-Chancellors, the Pro-Vice Chancellor, Chief Financial Officer, Chief Operating Officer, Secretary, Marketing Director, Directors of Human Resources and Facilities Management.
4. HR Representative to forward (i) job applications and (ii) CVs for staff falling within a) or b) above to the University's Special Collections for retention by the University's Archive.
5. If a response by either Head of School or University Secretary indicating certain personnel files to be "pulled" from the purging exercise. "Pulled" files sent to Head of School/University Secretary for consideration.
6. Head of School/University Secretary review contents of "pulled" files in consultation with University Archive.
7. If Head of School/University Secretary require part or all of the "pulled" file to be retained, then the material to be retained to be sent by the Head of School/University Secretary to the Library's Special Collections for retention in the University Archive.
8. If "pulled" file only in part to be retained, Head of School/University Secretary will send back relevant material to HR to follow retention guidelines.