

Retention of records containing personal data

(Last updated 24 May 2018)

Type of Record	Retention Period	Reason for Period
Student records		
<p>Student records, including academic achievements and major disciplinary matters</p>	<p>At least 6 years from the date the student leaves the College, in case of litigation for negligence.</p> <p>At least 10 years for personal and academic references</p> <p>Certain personal data may be held in perpetuity</p>	<p>Limitation period for negligence</p> <p>Permits the College to provide references for a reasonable length of time.</p> <p>While personal and academic references may become 'stale', some data e.g. transcripts of student marks may be required throughout the student's future career. Upon the death of the data subject, data relating him/her ceases to be personal data.</p>
<p>Student records – special categories of data, minor disciplinary matters</p>	<p>Two years from the date the student leaves the College</p>	<p>Tutorial Office procedures</p> <p>One year is the period set by the Office of the Independent Adjudicator for students to submit complaints after receipt of a completion of procedures letter.</p>
<p>Student financial records</p>	<p>At least 7 years from the date the student leaves the College</p>	<p>Accounting and Audit rules</p>
<p>Student applications and interview reports</p>	<p>This information will be retained by the College for as long as it remains relevant. In the case of unsuccessful applications this normally means that files will be destroyed on the 1st September in the year following application.</p>	<p>Provision of feedback and answering queries.</p> <p>Consistent with University policy</p>
<p>Student complaints</p>	<p>Three years from the date the student leaves the College</p>	<p>Three years is the statutory limit for personal injury compensation.</p>

Staff/Senior member records		
Staff application forms/interview notes	Data for unsuccessful applicants will be destroyed 6 months from the date of successful appointment.	Time limit on litigation
Personnel files	7 years from the end of the employment by the College.	References and potential litigation
Personnel files	<p>We hold all information for the duration of your employment and for no more than twelve months after the end of your employment. After that time, we retain a small subset of personal data for up to seven years after your relationship with the College ends. We may then store in a permanent archive:</p> <ul style="list-style-type: none"> i) your full name and title; ii) your job title(s) and the corresponding dates of employment iii) any historical job or salary changes reported to, or approved by, College Committee or Governing Body ; 	
Facts relating to redundancies where less than 20 redundancies	7 years from the date of redundancy	Time limit on litigation
Facts relating to redundancies where 20 or more redundancies	12 years from the date of redundancies	Limitation Act 1980
Income tax and NI returns	At least 7 years after the end of the financial year to which the records relate.	Income Tax (Employment) Regulations 1986
Statutory maternity pay records and calculations	At least 7 years after the end of the financial year to which the records relate	Statutory Maternity Pay (general) Regulations 1986
Statutory sick pay records and calculations	At least 7 years after the end of the financial year to which the records relate	Statutory Sick Pay (general) Regulations 1986
Wages and salary records	7 years	Taxes Management Act 1970

Accident books, records and reports of accidents	3 years after the date of the last entry	Social Security (Claims and Payments) Regulations 1979 RIDDOR 1985
Health records	During Employment	Management of Health and Safety at Work Regulations
Health records where reason for termination of employment is connected with health, including stress related illness	3 years	Limitation period for personal injury claims
Medical records kept by reason of the Control of Substances hazardous to Health regulations	40 years	Control of Substances Hazardous to Health Regulations 1985
General		
Browser access data	3 months	
Electronic card access data	One full academic year	To allow for investigations. To allow for analysis of usage of particular facilities.
CCTV footage	28 days	To allow sufficient time for a crime or serious event to be discovered and investigated.
Applications for academic posts (including Research Fellowships)	Data for unsuccessful applicants will be destroyed 6 months from the date of successful appointment.	Time limit on litigation
Library Management System	Records of former students are retained for 2 years	In case a student returns for further studies later
Event organisers	We retain this information in our events records for five years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted an event for you, we will retain the details relating to your initial enquiries of services for no more than two years.	
Delegate records for Events	5 years after the most recent visit attended	