

## Records Retention Schedule

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
<b>Academic Quality</b>			
Academic and Professional Misconduct 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.
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 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 For unsuccessful applicants: + 1 year with consent: if no consent, delete when advert is filled	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
External Examiner Reports	For 5 academic years (to cover periodic review activity)	Academic Quality Office	Confidential waste for paper records. Deletion from electronic records.
Records of PSRB activity	Perpetuity	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 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	Perpetuity	Academic Quality Office	N/A

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)	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
<b>Chaplaincy</b>			
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	Confidential waste for paper records. Deletion from electronic records.
Chaplaincy news/bulletin/newsletter	Ongoing with review every September	Chaplaincy	Manual deletion
University Associated Contacts	Ongoing with annual review	Chaplaincy	Manual deletion
Marriage Register	Perpetuity	Chaplaincy	N/A

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
<b>Estates &amp; Facilities</b>			
Contractors Record	Name	Ongoing - determined on case by case basis or until contract is finished	Estates & Facilities
			Deletion from electronic records. Confidential waste for paper records.

Contractors Record	Phone Numbers	Ongoing - determined on case by case basis or until contract is finished	Estates & Facilities	Deletion from electronic records. Confidential waste for paper records.
Contractors Record	Business address	Ongoing - determined on case by case basis or until contract is finished	Estates & Facilities	Deletion from electronic records. Confidential waste for paper records.
Contractors Record	Email Address	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	Vehicle Registration	Ongoing until member of staff leaves or cancels permit	Estates & Facilities	Deletion from electronic records.
Office Records	Vehicle Registration	current academic year + 1 month	Estates & Facilities	Deletion from electronic records.
Office Records	Email Address	current academic year + 1 month	Estates & Facilities	Deletion from electronic records.
Office Records	Names	current academic year + 1 month	Estates & Facilities	Deletion from electronic records.
Office Records	Home Address	current academic year + 1 month	Estates & Facilities	Deletion from electronic records.
Office Records	Online Store Permit Receipts	Kept for 2 weeks	Estates & Facilities	Deletion from electronic records.
Office Records	Names, Addresses, Contact Numbers of Aramark staff	until employment is terminated	Aramark	Documents returned to Head Office.
Rotas	Name of Aramark staff	Current week	Aramark	Confidential waste for paper records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
<b>Executive Office</b>			
Committee/ Governors meetings	13 months	Executive Office	Deletion from electronic records. Confidential waste for paper records.
Governors Meeting	indefinite for Board of Governors	Executive Office	Confidential waste for paper records. Deletion from electronic 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
Student Disciplinary records	13 months (compliance with OIA)	Executive Office	Deletion from electronic records. Confidential waste for paper records.
Student Disciplinary records	13 months (compliance with OIA)	Executive Office	Confidential waste for paper records. Deletion from electronic records.
Student Disciplinary records	13 months (compliance with OIA)	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
<b>Finance</b>				
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
<b>Graduate Employment and Placements Team</b>				
Student Career Tracker	Employment Status/Name/Student Number	15 months after Graduation	Graduate Employment/ Placement Teams	Deletion from electronic records.
Student Career Tracker	Ethnicity	15 months after Graduation	Graduate Employment/ Placement Teams	Deletion from electronic records.
Job/Placement Advertising Website	Name, Contact Details (external employers)	2 years after inactivity (or at request)	Graduate Employment/ Placement Teams	Deletion from electronic records.
Event/Programme Contact Lists	Contact Details (external employers)	1 Year	Graduate Employment/ Placement Teams	Deletion from electronic records.
Event/Programme Contact Lists	Contact Details (students)	1 Year	Graduate Employment/ Placement Teams	Deletion from electronic records.
Student Placement Details	Contact Details/Name (external employers)	Perpetuity	Graduate Employment/ Placement Teams	Electronic Archive

Student Placement Details	Contact Details/Name (students)	Perpetuity	Graduate Employment/ Placement Teams	Electronic Archive
Student Placement Application	Contact Details/Name	After Graduation	Graduate Employment/ Placement Teams	Deletion from electronic records.
CVs/Job Applications	Contact Details/Name	15 months after Graduation	Graduate Employment/ Placement Teams	Deletion from electronic records.
Student Placement Tracking	Contact Details/Name	1 Year after Placement	Graduate Employment/ Placement Teams	Deletion from electronic records.
Leeds Trinity Business Network	Contact Details/Name	1 Year after inactivity (or at request)	Graduate Employment/ Placement Teams	Deletion from electronic records.
Mentoring Programme tracker	Contact Details/Name	1 Year after Programme End	Graduate Employment/ Placement Teams	Deletion from electronic records.
Paper Career Trackers	Contact Details/Name	After Graduation	Graduate Employment/ Placement Teams	Confidential waste for paper records.
Paper DLHE Calling Lists	Contact Details/Name	3 Years after DLHE Survey (Last to be destroyed 2021)	Graduate Employment/ Placement Teams	Confidential waste for paper records.
Study Abroad Applications	Contact Details/Name	Until Accepted	Graduate Employment/ Placement Teams	Confidential waste for paper records.
Partner Institution Agreements	Names	Perpetuity	Graduate Employment/ Placement Teams	Electronic Archive
Erasmus Funding Agreements and Applications	Contact Details/Name	Until Completion of Erasmus	Graduate Employment/ Placement Teams	Confidential waste for paper records.
Student Placement Database	Placement Location/Name/Student Number	15 months after Graduation	School Placement Team	Deletion from electronic records.
Student Placement Database	Contact Details/Name (teachers)	Perpetuity	School Placement Team	Electronic Archive

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
<b>Human Resources</b>			

Employment applications	Contact details	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Date of Birth	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Qualifications	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Employment History	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Names of referees	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Criminal record	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Gender	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Age	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Ethnicity	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Disability	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Sexual Orientation	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Religion	6 months	Human Resources	iTrent automated routine every month to retract the data
Interview assessment notes	Name	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Supporting Information	6 months	Human Resources	iTrent automated routine every month to retract the data
Employment applications	Additional Application Documentation	6 months	Human Resources	iTrent automated routine every month to retract the data
New Starter Information	New starter forms	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Contact details	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.

				Confidential waste for paper records. Deletion from electronic records.
Employment Record	Date of Birth	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Qualifications	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Employment History	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	References	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Criminal record	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Gender	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Age	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Ethnicity	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Disability	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.



				Confidential waste for paper records. Deletion from electronic records.
Employment Record	Sexual Orientation	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Salary	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Bank Details	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Pension membership	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Emergency contact details	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Sickness absence	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Medical reports	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Disciplinary record	Period of employment + 6 years	Human Resources	Confidential waste for paper records. Deletion from electronic records.
Employment Record	Grievance records	Period of employment + 6 years	Human Resources	Confidential waste for paper records. Deletion from electronic records.
Employment Record	Trade union membership	Period of employment + 6 years	Human Resources	Confidential waste for paper records. Deletion from electronic records.

Employment Record	Training Records	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Performance reviews	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Employment Record	National insurance	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data. Confidential waste for paper records. Deletion from electronic records.
Employment Record	Tax	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Employment Record	Student Loans	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Employment Record	Court Orders	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Employment Record	Childcare Vouchers	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Employment Record	Voluntary Payroll deductions	Period of employment + 6 years	Human Resources	iTrent automated routine every month to retract the data.
Accident reporting	Health and Safety	3 years for the paper forms but 40 years if involves asbestos	Human Resources - Health & Safety	iTrent automated routine every month to retract the data. Confidential waste for paper records.
Risk Assessments	Health and Safety	3 years	Human Resources - Health & Safety	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
<b>Institute for Childhood Studies</b>				
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
<b>IT Services</b>				
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 as 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
<b>KEBD / Research</b>			
Applicant enquiry emails	In Perpetuity (to refer back to correspondence in case of further enquiries / application and complaint)	Research (PhD/MbR)	N/A
Applications from admissions; unsuccessful applications	In Perpetuity (to refer back to correspondence in case of further enquiries / application and complaint)	Research (PhD/MbR)	N/A
Interview documents / emails / rejection	In Perpetuity for audit and UoL compliance	Research (PhD/MbR)	Confidential waste for paper records. Deletion from electronic records.
PGR Student records	In Perpetuity for audit and UoL compliance	Research (PhD/MbR)	N/A

UoL periodic & Annual Review (PGR students)	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
External examiners Viva expenses claims	In Perpetuity for reference and Audit	Research (PhD/MbR)	N/A
Stipends (PGR student records)	In Perpetuity for reference and Audit	Research (PhD/MbR)	N/A
Conference Funding (LTU staff)	In Perpetuity for reference and Audit	Research	N/A
Grant Activity (LTU staff)	In Perpetuity for reference and Audit	Research	N/A
Reference requests	In Perpetuity for reference and Audit	Research	N/A

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
<b>Library and Learning Resources</b>				
Library borrower record	Name, email address, term-time address, home address, network login ID, ID card barcode number	Three months after graduation/withdrawal programme	Library & Learning Resources	Electronic Deletion
Library borrower record	Name, email address, network login ID, ID card barcode number, gender	10 days after date of departure	Library & Learning Resources	Electronic Deletion
Library borrower record	Name, email address, home address, telephone number, ID card barcode number	For 30 days after expiry of account validity (5 year period of validity)	Library & Learning Resources	Electronic Deletion
Library borrower record	Name, email address, home address, ID card barcode number	For 30 days after expiry of account validity (3 year period of validity)	Library & Learning Resources	Electronic Deletion

User information -	Email address only	Deletion 5 years after sending.	Library & Learning Resources	Electronic Deletion
Registration forms (external Library membership)	Name, email address, home address, business address if applicable, telephone number	For 30 days after expiry of account	Library & Learning Resources	Electronic Deletion
Membership cards awaiting collection by users	Name, barcode number, photograph	Returned to ID Office if not collected after 3 months	Library & Learning Resources	Physical destruction
Debtor information – statement of outstanding library debt	Name, home address, student ID number	Five years	Library & Learning Resources	Confidential waste for paper records.
Debtor information - debtor lists	ID number, name, address	Five years	Library & Learning Resources	Electronic Deletion
Claimed returned items	Name, email address, ID card barcode number	30 days	Library & Learning Resources	Physical destruction
Lost, damaged, replaced & unreturned item data	Name & ID card barcode number	Four years	Library & Learning Resources	Electronic Deletion
Group Study Room booking information	Name, email address	12 months	Library & Learning Resources	Automated deletion
SCONUL Access Applications	Name, email address, ID card number	Expired and duplicate applications archived monthly; SCONUL - three years	Library & Learning Resources	Manual archiving. Automated deletion.
Staff contact details	Name, telephone number, preferred email address	Individual data deleted 10 days after date of departure.	Library & Learning Resources	Electronic Deletion
Accessible copies of documents for students with disabilities	Name, ID number, preferred email address	10 days after date of departure	Library & Learning Resources	Electronic Deletion
Requests for digitisation of book chapters/journal articles	Name, email address	10 days after date of departure	Library & Learning Resources	Electronic Deletion
Request Service Form-	Name, ID number, University email address	Five years	Library & Learning Resources	Electronic Deletion
Request Service Spreadsheet- for	Name, ID number	Five years	Library & Learning Resources	Electronic Deletion

statistical/ budgetary planning purposes				
Request Service archival spreadsheet - for budgetary planning purposes	Name, ID number	Five years	Library & Learning Resources	Electronic Deletion
Monthly Requester Stats Archive (used for purchasing decisions)	Name	Five years	Library & Learning Resources	Electronic Deletion
Paper Request Forms and Permissions Slips (data kept for copyright compliance/audit purposes)	Name, ID Number, Email, Signature	Five years	Library & Learning Resources	Electronic Deletion
Moodle accounts	Name, University email address , photo (if uploaded by user)	60 days after leaving LTU; Moodle - 24 months after suspension	Library & Learning Resources	Suspension automatic Electronic Deletion
Moodle logs	Name, ID number, photo, preferred email address	180 days after leaving LTU course; Moodle 24 months after suspension	Library & Learning Resources	Suspension automatic Electronic Deletion
Turnitin Accounts	Moodle ID number only	Seven years	Library & Learning Resources	Electronic Deletion
Assignment data on Turnitin	Name, ID number, preferred email address	Accounts suspended as per Moodle accounts (24 months after suspension). No deletion process is currently in place.	Library & Learning Resources	None in place
Panopto account	Name	For 2 years after graduation.	Library & Learning Resources	Electronic Deletion
Panopto account	Name, preferred email, ID number	60 days after leaving LTU; No deletion process is currently in place.	Library & Learning Resources	Automated suspension, no deletion currently in place.
Panopto videos	Name, university email	60 days after leaving LTU; No deletion process is currently in place.	Library & Learning Resources	Automated suspension, no deletion currently in place.
Panopto video assignments	Name, university email address	No deletion process is currently in place.	Library & Learning Resources	No deletion currently in place
Mahara e-portfolio account	Video/Audio	No deletion process is currently in place.	Library & Learning Resources	No deletion currently in place
Mahara e-portfolio data	Name, ID number, photo, preferred email address	180 days after leaving course	Library & Learning Resources	Automated suspension Electronic Deletion

OpenAthens user accounts	Any digital media	Currently in "pilot phase". Decision on whether to progress to full implementation pending.	Library & Learning Resources	None at present.
BoB National - user accounts	First name, surname, email address	30 days after account expiry	Library & Learning Resources	Electronic Deletion
Times Educational Supplement - user accounts	Email address only	As per Learning on Screen Privacy & Cookies Policy - <a href="http://bufvc.ac.uk/aboutus/privacy/privacy-and-cookies-policy">http://bufvc.ac.uk/aboutus/privacy/privacy-and-cookies-policy</a>	Library & Learning Resources	Automated deletion
User enquiries	Name, email address	As per TES Privacy Policy - <a href="https://www.tes.com/terms/privacy-policy">https://www.tes.com/terms/privacy-policy</a>	Library & Learning Resources	Automated deletion
Moodle logs	Name, email address	Three years after sending	Library & Learning Resources	Automated deletion

Type of Record		Retention Period	Location	Action at the end of the administrative life of the record
<b>Marketing &amp; Communications</b>				
Enquirer record	Contact details - postal address, email address, landline, mobile number	in line with CMC/ Gecko retention policy: as long as contract requires the supply of services to data subject	Marketing & Communications	Electronic Deletion
Enquirer record	Full name	in line with CMC/ Gecko retention policy: as long as contract requires the supply of services to data subject	Marketing & Communications	Electronic Deletion
Marketing collateral	Photographs of individuals	until consent is withdrawn	Marketing & Communications	Manual Deletion
Enquirer record	Disability (implied when asking additional requirements for event attendance)	until date of event +1 day	Marketing & Communications/Student Recruitment	Manual Deletion
Enquirer record	Dietary requirements	until date of event +1 day	Marketing & Communications/Student Recruitment	Manual Deletion



Enquirer record	Date of birth	in line with CMC/ Gecko retention policy: as long as contract requires the supply of services to data subject	Marketing & Communications/Student Recruitment	Electronic Deletion
Enquirer record	School/Educational Establishment	in line with CMC/ Gecko retention policy: as long as contract requires the supply of services to data subject	Marketing & Communications/Student Recruitment	Electronic Deletion
Enquirer record	Student Number	in line with CMC retention policy: as long as contract requires the supply of services to data subject	Marketing & Communications/Student Recruitment	Electronic Deletion
Alumni record	Contact details - postal address, email address, landline, mobile number	in perpetuity - alumni are routinely reminded that they have the right to request that we remove their data	Corporate Communications	Electronic Deletion Confidential waste for paper records.
Alumni record	Job Title	in perpetuity - alumni are routinely reminded that they have the right to request that we remove their data	Corporate Communications	Electronic Deletion Confidential waste for paper records.
Alumni record	Full name	in perpetuity - alumni are routinely reminded that they have the right to request that we remove their data	Corporate Communications	Electronic Deletion Confidential waste for paper records.
Alumni record	Employer details	in perpetuity - alumni are routinely reminded that they have the right to request that we remove their data	Corporate Communications	Electronic Deletion Confidential waste for paper records.
School partnerships record	Name, Home address, email address, job title, employer, county of workplace	in perpetuity - individuals are routinely reminded that they have the right to request that we remove their data	Leeds Trinity Education Network	Electronic Deletion Confidential waste for paper records.
Enquirer record	Contact details - postal address, email address, landline, mobile number	in line with CMC/ Gecko retention policy: as long as contract requires the supply of services to data subject	Marketing & Communications	Electronic Deletion

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record
<b>Planning and Information Governance</b>			
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.
Statutory data returns	SITS datasets in line with student record retention schedule. Records held on the P&I network drive are kept for 5 years if it constitutes a submitted data return document. Preparation files and draft copies are deleted after 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
<b>School of Arts and Communications</b>				
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
<b>School of Social and Health Science (SSHS)</b>				
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
<b>Student Administration</b>				
Student Record	Name	Perpetuity	Student Record Database	Electronic Archive
Student Record	Contact details	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Passport style photograph	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Highest qualification on entry	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Date of birth	Perpetuity	Student Record Database	Electronic Archive
Student Record	Gender	Perpetuity	Student Record Database	Electronic Archive
Student Record	Ethnicity	Completion of study +1 year	Student Record Database	Electronic Deletion

Student Record	Nationality	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Disability	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Religious Belief	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Sexual Orientation	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Care leaver status	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Emergency contact details	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Student Occupation code	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Parental occupation code	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Programme/module details	Perpetuity	Student Record Database	Electronic Archive
Student Record	Academic Performance	Perpetuity	Student Record Database	Electronic Archive
Student Record	Examination attendance	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Submission of coursework	Completion of study +1 year	Student Record Database	Electronic Deletion
Student Record	Final degree award classification	Perpetuity	Student Record Database	Electronic Archive
Student Record	Student status and start and end dates	Perpetuity	Student Record Database	Electronic Archive
Award Ceremony Record	Name and award details	Completion of study +1 year	Student Record Database	Electronic Deletion
Extenuating Circumstances Application	Name	Outcome of EC application	Student Administration	Confidential Waste
Extenuating Circumstances Evidence	Medical	Outcome of EC application	Student Administration	Confidential Waste
Examination Invigilator Record	Contact details	Completion of contract	Student Administration	Manual Deletion

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record	
<b>Student Support</b>				
Tutorial records	Name, programme, level, record of tutorial appointments with students, record of the tutorial conversation	3 years - until a student graduates	Learning Hub	Manual deletion for electronic records. Confidential waste for paper records.
Attendance records	Name, programme, level, reason for attendance	3 years –until student graduates	Learning Hub	Manual deletion for electronic records.
Student Record	Data on students (withdrawals/ concern students/ resit students/ meeting notes with students)	3 years - until a student graduates	Student Liaison Officers (SLOs)	Manual deletion for electronic records.
Student Record	Medical records; doctor’s letters; educational psychological assessment reports; assessment of study needs reports; Student Finance England DSA Entitlement letters. All emails, case notes detailing all interactions with Disability Services.	6 years	Disability Services	Electronic files – archived before electronic deletion. Confidential waste for paper records.
Student Record	Name, date and reason for contact, case notes and student finance records	5 years	Student Support Officer	Manual deletion for electronic records. Confidential waste for paper records.
Student Record	Hardship fund information with name, DOB, contact details; Assessment sheets with name, contact details, financial evidence/ info; all E-mail correspondence. Excel spreadsheets containing name, date and reason for contact, case notes and student finance records	evidence is either returned to the student or shredded after 21 days from the Hardship Panel’s assessment	Student Adviser (Financial)	Manual deletion for electronic records. Confidential waste for paper records.

Student Record (Care leavers Bursaries)	Assessment form on each Care Leaver Bursary applicant with name, contact details, LA contact detail; Evidence letter from social worker with name, contact details and letter of evidence as proof of care leaver status	3 years after graduation	Student Adviser	Manual deletion for electronic records.
Occasional case notes	Interview records and other forwarded information such as: student case notes Pastoral/Academic Welfare, Investigative, ECP, SoS, W/D, Appeal, Complaint - all case documentation	3 years after graduation or until leave service	Director of Student Services	Manual deletion for electronic records. Confidential waste for paper records.
Case files	Notes from meetings, cases	Current academic year + 5 years there may be legal needs - (subpoenas, coroners) extending into the future	Counselling & Occupational Health	Confidential waste for paper records.
Student representation	Student representation information: programme of study, ID and name, meetings attended, LTSU elected roles held	until end of the survey period	Student Engagement Officer	Manual deletion for electronic records. Confidential waste for paper records.
Starfish	Notes by staff and students, personal tutor information, module taking record, results information, student name, ID number, DOB, Student ID pictures, programme information, staff profiles (incl. ID picture)	Student records - whilst actively enrolled	Student Engagement Officer	Manual deletion for electronic records. Confidential waste for paper records.

Type of Record	Retention Period	Location	Action at the end of the administrative life of the record	
<b>Trinity Fitness</b>				
Records	Name, address, email, mobile, landline, DOB, gender, health information (student, public, staff)	2 years after cancellation/lapsed date	Trinity Fitness	Manual deletion for electronic records.
Payment Records	Name, address, email, mobile, landline, DOB, gender, payment details	according to Harland's retention Schedule	Trinity Fitness	according to Harland's destruction policy

Membership Forms	Name, address, email, mobile, landline, DOB, gender, health information	Always for 3 months after cancellation of membership.	Trinity Fitness	Confidential waste for paper records.
Cancellation Forms	Name, address, phone number, email	12 Months	Trinity Fitness	Confidential waste for paper records.
Harland's notifications	Gender, name, account number	12 Months	Trinity Fitness	Confidential waste for paper records.
Health Checks	Health Data	12 Months	Trinity Fitness	Manual deletion for electronic records.
TF Pathway Forms	Name	3 Months	Trinity Fitness	Confidential waste for paper records.
Membership Cards	Name and photo	2 weeks	Trinity Fitness	Shredded in TF Office
Invoices	Name, address, phone number, email address	12 Months	Trinity Fitness	Confidential waste for paper records.
Payment records (Direct Debit form)	Name, address, email, mobile, landline, DOB, gender, bank account number and sort code.	Shredded once entered on Harland's portal (within the same day)	Trinity Fitness	Confidential waste for paper records.
Member information	Fitness programme	12 Months	Trinity Fitness	Confidential waste for paper records.
Staff/ instructor records	Name, phone number, email.	12 Months	Trinity Fitness	Confidential waste for paper records.
C.Panham Private clients' records	Fitness programme	according to C.Parnham PT retention Schedule	Trinity Fitness	according to C.Parnham PT destruction policy



