

# HE Student Experience Records Retention Schedule

Retain for up to 3 years



Retain for 3 - 7 years



Retain for 7 + years but less than perpetuity



In perpetuity



Updated June 2021  
(RS) RRHE18.1

To be reviewed before 1 May 2019 following GDPR to ensure fully comprehensive and to reduce record retention by retaining only a core record where possible  
\* these items are marked for urgent review

## Definition of Record descriptions

|                     |   |
|---------------------|---|
| Category            | Where in the student experience the record comes,   |
| Record Description  | The name/title of the record  |
| Responsibility      | Where the record is held/by which office  |
| Type                | Format of record: SITS = A                      O:Drive = B                      Hardcopy = C                      Symphony = D                      Asimut = E |
| Legal Reference     | Statute or guidelines   |
| Retention Rule      | The length of time the record is kept for   |
| Access Restrictions | Whether or not access to the record is restricted for confidentiality reasons etc   |
| Notes               | Additional information pertaining to the record   |

| Category   |      | Record Description   | Responsibility | Type | Legal Reference     | Retention Rule | Access restrictions above and beyond standard access | Notes  |
|--|------|--|----------------|------|---------------------|----------------|--|--|
| <b>Records held on individuals</b>               |      |  |                |      |                     |                |  |  |
| <b>Enquiries</b>                                 |      |  |                |      |                     |                |  |  |
| Enquiries  | 0.1  | Enquiries including prospectus requests, open day bookings, widening participation activities                                  | Various        | A    |                     |                |  |  |
| <b>Admissions</b>                                |      |  |                |      |                     |                |  |  |
| Applications                                     | 1.1  | Incomplete online applications   | Registry       | A    |                     |                |  | Deleted within 1 year  |
|  | 1.2  | Reject/withdraw/decline including Erasmus*   | Registry       | A/B  |                     |                |  | Full digital application record kept from when records collected. See SITS Data Retention Summary                                  |
|  | 1.3  | Successful (including key correspondence) including Erasmus *  | Registry       | A/B  |                     |                |  | Full digital application record kept from when records collected. See SITS Data Retention Summary                                  |
| Music hard copy applications (including Erasmus) | 1.4  | Successful (including associated audition report, references, offer/acceptance correspondence, other relevant correspondence)  | Registry       | C    |                     |                |  | Part of Main Student Record: Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage). |
|  | 1.5  | Reject/withdraw/decline  | Registry       | C    |                     |                |  | Securely destroyed 1 year after application cycle  |
| Acting hard copy applications                    | 1.6  | Successful (including associated audition report, references, offer/acceptance correspondence, other relevant correspondence)  | Registry       | C    |                     |                |  | Part of Main Student Record: Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage). |
|  | 1.7  | Reject/withdraw/decline *  | Drama          | C    |                     |                |  | Application form destroyed after audition cycle ended, panel notes destroyed after 7 years   |
| TTA hard copy applications                       | 1.8  | Successful (including associated interview report, references, offer/acceptance correspondence, other relevant correspondence) | Registry       | C    |                     |                |  | Part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|  | 1.9  | Reject/withdraw/decline *  | Drama          | C    |                     |                |  | Application form destroyed after audition cycle ended, panel notes destroyed after 7 years   |
|  | 1.11 | Audition/interview payment details   | Finance        | A/B  |                     |                |  |  |
|  | 1.12 | Admission appeals  | Registry       | B    | Limitation Act 1980 |                |  | Destroy 6 years after last action  |
| Reports  | 1.13 | Transfer Application report  | Registry       | B    |                     |                |  | Delete after 1 year  |
|  | 1.14 | Admissions reports   | Registry       | B    |                     |                |  | Reviewed annually, kept as long as useful  |

|                                  |      |                         |          |   |                                      |  |                    |  |
|----------------------------------|------|-------------------------|----------|---|--------------------------------------|--|--------------------|--|
|                                  | 1.15 | APER report             | Registry |   |                                      |  |                    | In perpetuity as part of committee records.  |
| Criminal Conviction declarations | 1.16 | Successful applicant    | Registry | A | Rehabilitation of Offenders Act 1974 |  | Password protected | DBS check recorded on SITS (password protected). Details removed once checked.   |
|                                  | 1.17 | Unsuccessful applicant* | Registry | A |                                      |  |                    | Information declared in follow up email anonymised and forwarded on to relevant staff, original email kept until outcome of audition, then deleted. Record of decision kept for a year after end of cycle. Original declaration remains on digital application in perpetuity |

| Category              |      | Record Description  | Responsibility  | Type  | Legal Reference          | Retention Rule | Access restrictions above and beyond standard access | Notes   |
|-----------------------|------|---|-----------------|-------|--------------------------|----------------|--|---|
| <b>Enrolment</b>      |      |   |                 |       |                          |                |  | SITS = A O:Drive = B Hardcopy = C   |
| Enrolment *           | 2.1  | Enrolment form (up until 2012, only for special courses thereafter)   | Registry        | C     |                          |                |  | Part of Main Student Record<br>Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|                       | 2.2  | Record of Enrolment   | Registry        | A     |                          |                |  |   |
|                       | 2.3  | On-line enrolment/personal details                                    | Registry        | A     |                          |                |  | In perpetuity. See SITS Data Retention Summary  |
|                       | 2.4  | Change of mode of attendance form                                     | Registry        | C     | Data Protection Act 1998 |                |  | Part of Main Student Record: Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|                       | 2.5  | Intermit/suspension of study form                                     | Registry        | C     | Data Protection Act 1998 |                |  | Part of Main Student Record: Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|                       | 2.6  | Withdraw form   | Registry        | C     | Data Protection Act 1998 |                |  | Part of Main Student Record: Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|                       |      | Status change form (from 2016)  | Registry        | A     | Data Protection Act 1998 |                |  |   |
|                       | 2.7  | Visa information (including scans/photocopies for enrolment purposes) | Registry        | A/B/C |                          |                |  | A) See SITS Data Retention Summary<br>B)<br>C) Part of Main Student Record: years Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage). |
|                       | 2.8  | Declaration of Health Form  | Student Affairs | A     | Data Protection Act 1998 |                | Password   | In Perpetuity   |
|                       |      |   | Student Affairs | C     |                          |                | All in archives                                      | Prior to 2013 responsibility of Student Affairs:  |
|                       | 2.9  | DBS (including Criminal Record disclosure)                            | Registry        | A     |                          |                | Password protected                                   |   |
|                       | 2.10 | Nominal Roll  | Registry        | B     |                          |                |  | Kept in perpetuity  |
| Erasmus information * | 2.11 | Incoming  | Registry        | A     |                          |                |  | Erasmus+ required to be kept the later of 5 years after the scheme has been closed or 5 years after last audit.   |
|                       | 2.12 |   | Registry        | C     |                          |                |  | Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).   |
|                       | 2.13 | Outgoing (Stored as absence on SITS SAB record)                       | Registry        | A     | Data Protection Act 1998 |                |  | In Perpetuity   |
|                       | 2.14 |   | Registry        | C     |                          |                |  | Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).   |
|                       | 2.15 | Financial   | Registry        |       |                          |                |  | Erasmus+ required to be kept the later of 5 years after the scheme has been closed or 5 years after last audit.   |
| Scholarship           | 2.16 | Scholarship application form (to 2014/15)                             | Music/Drama     | B     | VAT Act 1994             |                |  |   |
|                       | 2.17 | SITS Scholarship application  | Registry        | A     |                          |                |  |   |
|                       | 2.18 | NSP (2012/13-2014/15) application (successful)                        | Registry        | B     |                          |                |  | Financial record to be retained for completion of study +7 years. Paper copies to be removed and destroyed from student file on completion of study.                                    |
|                       | 2.20 | NSP correspondence  | Registry        | A     |                          |                |  | See SITS Data Retention Summary   |
|                       | 2.21 | Scholarship correspondence (from 2015/16)                             | Music & Drama   | A     |                          |                |  | See SITS Data Retention Summary   |
|                       | 2.22 | Scholarship thank you letters (pdf copies)                            | Development     | B     |                          |                |  | In perpetuity as part of donor record.  |
|                       | 2.23 | SITS records (Grant and Scholarship)                                  | Registry        | A     |                          |                |  | In perpetuity   |
|                       |      | AHRC applications (2006-10)   | Research        | C/B   |                          |                |  |   |
|                       | 2.24 | US Loans  | Registry        | B&C   |                          |                |  | Part of Main Student Record Termination of studies + 7 years (2 years in  |

|                                  |              |   |                               |             |                          |                       |   |   |
|----------------------------------|--------------|---|-------------------------------|-------------|--------------------------|-----------------------|---|---|
|                                  |              |   |                               |             |                          |                       |   | Registry Archive store, then 5 years in School storage).  |
| Reports                          | 2.25         | Enrolment updates   | Registry                      | B           |                          |                       |   | Kept as part of committee records   |
|                                  | 2.26         | Enrolment evaluation  | Registry                      | B&C         |                          |                       |   | Data collection (survey monkey and spreadsheets) destroyed and only analysis with key comments kept after 3 yrs   |
|                                  | 2.27         | Work placements   | Music                         | C           |                          |                       |   | Music Therapy only  |
|                                  |              |   | Drama                         | C           |                          |                       |   | TTA students: Termination of studies + 7 years  |
| Finance                          | 2.28         | Fee payments  | Finance                       |             | VAT Act 1994             |                       |   |   |
|                                  | 2.29         | Maintenance scholarship cheques   | Finance                       |             | VAT Act 1994             |                       |   |   |
|                                  | 2.30         | Fee debtors list  | Finance                       |             | VAT Act 1994             |                       |   |   |
|                                  | 2.31         | Extra Mural billing   | Finance                       | B/A         |                          |                       |   |   |
|                                  | 2.32         | Suspension for non-payment of fees  | Registry                      | A           | VAT Act 1994             |                       |   | In perpetuity until debt paid, then rules on financial record keeping apply   |
| <b>Category</b>                  |              | <b>Record Description</b>   | <b>Responsibility</b>         | <b>Type</b> | <b>Legal Reference</b>   | <b>Retention Rule</b> | <b>Access restrictions above and beyond standard access</b> | <b>Notes</b>  |
| <b>Student Life</b>              |              |   |                               |             |                          |                       |   | SITS = A / O:Drive = B / Hardcopy = C / Symphony D  |
| Photo                            | 2.34         | Student ID Photo  | Registry                      | A           |                          |                       |   | See SITS Data Retention Summary   |
| Attendance/<br>Absence<br>record | 3.1          | Research  |                               |             |                          |                       |   |   |
|                                  | 3.2          | Department registers (Music)  | Music                         |             |                          |                       |   | Kept for a year then destroyed  |
|                                  | 3.3          | Department registers (Drama)  | Drama                         |             |                          |                       |   | Kept for a year then destroyed  |
|                                  | 3.4          | Onyx  | Registry                      | B           |                          |                       |   | Last year of data 2014/15. Data to be deleted a year after latest course ends – September 2019.   |
|                                  | 3.5          | SITS (SAB – Leave of absence request)   | Registry                      | A           |                          |                       |   | See SITS Data Retention Summary   |
| Case work                        | 3.6          | Case consultation   | Registry,<br>Music &<br>Drama | B           | Data Protection Act 1998 |                       |   | Part of Main Student Record Termination of studies + 7 years  |
|                                  | 3.7          | Progress Review   |                               |             | Data Protection Act 1998 |                       |   | Part of Main Student Record Termination of studies + 7 years  |
|                                  | 3.8          | Complaints  | Registry                      | B/C         |                          |                       |   | Part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).   |
|                                  | 3.9          | Disciplinary: Sundial Ct  | Student Affairs/Facilities    | A           |                          |                       |   | Summary on SITS since 2013. See SITS Data Retention Summary   |
|                                  | 3.10         | Disciplinary: Sundial Ct (Copies of emails, letters, cleaning rotas etc)                    | Student Affairs/Facilities    | B           |                          |                       |   | T   |
|                                  | 3.12         | Disciplinary: Student Code of Conduct   | Registry                      | B/C         |                          |                       |   | If found not guilty then paperwork deleted at the end of academic year, otherwise part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage). |
|                                  | 3.13         | Fitness to practice   | Registry                      | C           |                          |                       |   | Part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).   |
|                                  | 3.14         | OIA complaints  | Registry                      | B/C         |                          |                       |   | Part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).   |
|                                  | 3.15<br>3.16 | Student Funding Officer advice  | Registry                      | A           |                          |                       | Password protected  | SITS records since September 2012   |
|                                  | 3.18         | Student Affairs general SPD record  | Student Affairs               | A           |                          |                       | Password protected  | See SITS Data Retention Summary   |
|                                  |              | <b>Disability</b>   |                               |             |                          |                       |   |   |
|                                  | 3.19         | Disability diagnosis (documentation, needs assessment, communication with funding agencies) | Student Affairs               | B           |                          |                       | Password  | Termination of studies + 7 years  |
|                                  |              |   |                               | A           |                          |                       |   | See SITS Data Retention Summary   |
|                                  |              | <b>Study Skills</b>   |                               |             |                          |                       |   |   |
|                                  | 3.20         | Teaching record   | Student Affairs               | C           |                          | see notes             | Locked cupboard   | Kept for duration of support  |
|                                  | 3.21         | Teaching register   |                               | C           |                          | see notes             | Locked cupboard   | Kept for duration of support  |
|                                  |              | <b>Health and Welfare</b>   |                               |             |                          |                       |   |   |
|                                  | 3.22         | Sickness and medical notes  | Student Affairs               | A           | Data Protection Act 1998 |                       | Password  | See SITS Data Retention Summary. And in Outlook   |
|                                  | 3.23         | Student email correspondence  |                               | A           |                          |                       | Password  | See SITS Data Retention Summary. And in Outlook   |
|                                  | 3.24         | Medical and Health Consultations  |                               | A           |                          |                       | Password  | See SITS Data Retention Summary .Since Sept 2012  |
|                                  | 3.25         | Medical and Health Consultations  |                               | B           |                          |                       | Archives  | Termination of studies + 7 years  |
|                                  | 3.26         | Medical and Health Consultations  |                               | C           |                          |                       | Password  | Since Sept 2012   |

|  |      |  |                 |     |              |              |   |   |
|--|------|--|-----------------|-----|--------------|--------------|---|---|
|  | 3.27 | Medical Consultation Fee Invoice/Funding Agreement     |                 | C   |              |              | Locked cupboard then moved to archives                    | Termination of studies + 7 years  |
|  |      | <b>Hardship Fund Application Records</b>               |                 |     |              |              |   |   |
|  | 3.28 | Current applications                                   | Student Affairs | B   | VAT Act 1994 |              |   | Financial record to be retained for completion of study + 7 years. Paper copies scanned to O drive then securely destroyed. Application record on SITS since Sept 2013. |
|  | 3.29 | Current applications and supporting documents          | Student Affairs | C   | VAT Act 1994 |              | Pre 2013 moved to archives                                |   |
|  | 3.30 | Applications record                                    |                 | B   |              |              |   |   |
|  | 3.31 | COL Hardship Fund Payment Request Form                 |                 | C   |              |              |   |   |
|  | 3.32 | COL Hardship fund spreadsheet                          |                 | B/C |              |              | Hard copies in locked cupboard and then moved to archives |   |
|  | 3.33 | Access to Learning Fund application and correspondence |                 |     |              | VAT Act 1994 |   |   |
|  | 3.34 | Cheques  | Finance         |     | VAT Act 1994 |              |   |   |

| Category                          |      | Record Description  | Responsibility  | Type | Legal Reference          | Retention Rule | Access restrictions above and beyond standard access | Notes   |
|-----------------------------------|------|---|-----------------|------|--------------------------|----------------|--|---|
|                                   |      | <b>Counselling</b>  |                 |      |                          |                |  |   |
|                                   | 3.35 | Live counselling list   | Student Affairs | B    |                          | See notes      |  | Termination of engagement + 7 years in line with BACP guidance  |
|                                   | 3.36 | Formal notes (e.g. Contact details, risk assessment form etc)         |                 | C    |                          | See notes      | Locked cabinet in locked room                        | Termination of engagement + 7 years in line with BACP guidance  |
|                                   | 3.37 | Session notes   |                 | C    |                          | See notes      | Locked cabinet in locked room                        | Termination of engagement + 7 years in line with BACP guidance  |
|                                   | 3.39 | Waiting list  |                 | B    |                          | See notes      |  | Termination of engagement + 7 years in line with BACP guidance  |
|                                   | 3.40 | Students of Concern notes   |                 | C    |                          | See notes      | Locked cabinet in locked room                        | Termination of engagement + 7 years in line with BACP guidance  |
|                                   | 3.41 | Students of Concern notes   |                 | C    |                          |                | Locked cabinet in locked room                        | Termination of engagement + 7 years in line with BACP guidance  |
|                                   | 3.42 | Other Meetings (Head of Student Affairs)                              |                 | A/C  |                          | A C            |  | Termination of engagement + 7 years in line with BACP guidance years  |
|                                   |      | At Risk List  |                 | B    |                          | See notes      | Password   | Termination of engagement + 7 years in line with BACP guidance  |
|                                   |      | <b>Sundial Court</b>  |                 |      |                          |                |  |   |
| Sundial Court Residential Wardens | 3.43 | Resident Warden applications (successful and unsuccessful)            | Student Affairs | B    |                          |                |  | Completion of study + 7 years   |
|                                   | 3.44 | Resident Warden applications  |                 | C    |                          |                | Locked cabinet in locked room                        | Application + interview notes + paperwork for successful candidates   |
|                                   | 3.45 | Resident Warden Performance Evaluations                               |                 | B/A  |                          |                |  | Record of Residential Warden stored on SITS.  |
| Sundial Court Residents           | 3.46 | Application form *  | Facilities      | B/A  |                          |                |  | Hard copy until 2013/14   |
|                                   | 3.47 | Accommodation allocation and occupancy list                           | Facilities      | A/B  | Data Protection Act 1998 |                |  | Hard copy until 2013/14   |
|                                   | 3.48 | Fees and Charges  | Finance         | A B  | Data Protection Act 1998 |                |  |   |
|                                   | 3.49 | Records relating to student's guests or visitors *                    | Student Affairs | A B  | Data Protection Act 1998 |                |  |   |
|                                   |      | <b>General Correspondence</b>   |                 |      |                          |                |  |   |
|                                   | 3.50 | Individual letters  | Registry        | B/C  |                          |                |  | Part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).               |
|                                   |      |   | Registry        | A    |                          |                |  | See SITS record retention – defined individually  |
|                                   | 3.51 |   | Music           | B/C  |                          |                |  | Paper records part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage). |
|                                   | 3.52 |   | Drama           | B/C  |                          |                |  | Termination of studies + 7 years  |
|                                   | 3.53 |   | Student Affairs |      |                          | See notes      |  | All correspondence sent by email.   |
|                                   |      | <b>Library</b>  |                 |      |                          |                |  |   |
| Symphony Library System records   | 3.55 | Individual user accounts with contact details and transaction history | Library         | D    |                          | See notes      |  | Kept for duration of course + 1 year  |

|                                       |      |  |                 |   |  |           |  |  |
|---------------------------------------|------|--|-----------------|---|--|-----------|--|--|
| Library invoices for unreturned items | 3.56 | Word documents detailing replacement costs of unreturned items | Library         | B |  | See notes |  | Deleted one year after student has left the School <b>UNLESS</b> there was an unresolved debt on the account, in which case the record is kept in perpetuity |
|                                       |      | <b>Asimut</b>  |                 |   |  |           |  |  |
| Student timetable                     | 3.57 |  | Music and Drama | E |  |           |  | Data kept on Asimut server and managed by Asimut. From March 2013, kept in perpetuity,   |

| Category   |      | Record Description   | Responsibility | Type  | Legal Reference          | Retention Rule | Access restrictions above and beyond standard access | Notes  |
|--|------|--|----------------|-------|--------------------------|----------------|--|--|
| <b>Assessment</b>  |      |  |                |       |                          |                |  | SITS = A O:Drive = B Hardcopy = C  |
| Individual student assessment reports (NB no reports for Drama students) | 4.1  | Music  | Music/Registry | C     | Data Protection Act 1998 |                |  | Original copy given to student otherwise part of Main Student Record Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).                               |
|  | 4.2  | Extra Mural assessment reports                                   | Music/Registry | C     |                          |                |  | Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|  | 4.3  | Exam spreadsheets  | Registry       | B     |                          |                |  | In perpetuity  |
|  | 4.4  | Module and award results   |                |       |                          |                |  | In perpetuity- Award results on SITS since 2005/6, Module results on SITS since 2007/8, Module component results since 2011/12   |
|  | 4.5  | Drama Programme Assessment Board (agenda and minutes and papers) | Drama          | B     |                          |                |  | In perpetuity as part of Committee Records<br>For 1996/97 see O:\Academic Support\REGISTRY\ASSESSMENT ARCHIVE\ASSESSMENT BOARD MINUTES<br>For 2005/6 onwards see O:\Everyone\School Documents\Committees |
|  | 4.6  | Music Assessment Board (agenda and minutes and papers)           | Music          | B     |                          |                |  | In perpetuity as part of Committee Records<br>For 1996/97 see O:\Academic Support\REGISTRY\ASSESSMENT ARCHIVE\ASSESSMENT BOARD MINUTES<br>For 2005/6 onwards see O:\Everyone\School Documents\Committees |
|  | 4.7  | School Assessment Board (agenda and minutes and papers)          | Registry       |       |                          |                |  | In perpetuity - Date of first record Feb 2006  |
|  | 4.8  | Assessment results letters                                       | Registry       | B/A   |                          |                |  | In perpetuity  |
|  | 4.9  | Assessment results letters                                       | Registry       | C     |                          |                |  | Part of Main Student Record Termination of studies + 7 years   |
|  | 4.10 | Assessment appeals   | Registry       | C/B   |                          |                |  | Completion of programme plus 7 years   |
| Exam arrangements<br>Exam arrangements                                   | 4.11 | Application for special examination arrangements                 | Registry       | C     | Data Protection Act 1998 |                |  | Termination of studies + 7 years (2 years in Registry Archive store, then 5 years in School storage).  |
|  | 4.12 | Mitigating Circumstances Panel                                   | Registry       |       |                          |                |  | In perpetuity as part of committee paperwork   |
|  | 4.13 | Extension request (for assessed work)                            | Music          | C     |                          |                |  | Termination of studies + 7 years (2 years in Music Office, then 5 years in School storage).  |
|  |      |  | Drama          | C     |                          |                |  | Termination of studies + 7 year  |
|  | 4.15 | Assessed work including assignments and dissertations            | Music          |       |                          |                |  | Returned to student once marked  |
|  | 4.16 | Examination scripts  | Music          |       |                          |                |  | From 2013 (first year of Music Administration module)  |
|  | 4.17 | PhD Theses   | Library        |       |                          |                |  |  |
| <b>Conferment of student Awards</b>                                      |      |  |                |       |                          |                |  |  |
|  | 4.18 | Pass lists   | Registry       | B     | Data Protection Act 1998 |                |  | In perpetuity - From 1983 in O:\Academic Support\REGISTRY\ASSESS O:\Academic Support\REGISTRY\ASSESSMENT ARCHIVE\AWARD LISTS 1983 onwards  |
|  | 4.19 | Graduation Ceremony programme                                    | Registry       | C     |                          |                |  |  |
|  | 4.20 | Final Transcripts (including module results and final award)     | Registry       | A/B/C | Data Protection Act 1998 |                |  | In Perpetuity  |

| Category |  | Record Description | Responsibility | Type | Legal Reference | Retention Rule | Access restrictions above and beyond standard access | Notes |
|----------|--|--------------------|----------------|------|-----------------|----------------|--|-------|
|----------|--|--------------------|----------------|------|-----------------|----------------|--|-------|



| Records held supporting academic activity |      |                                    |          |   |                            |           |   |
|---|------|------------------------------------|----------|---|----------------------------|-----------|---|
| HE Programme Management                   |      |                                    |          |   |                            |           |   |
| SITS = A / O:Drive = B / Hardcopy = C     |      |                                    |          |   |                            |           |   |
|   | 5.1  | Course handbooks                   | Registry | C |                            |           | Keep for 11 years, plus one hard copy in perpetuity   |
|   | 5.2  | HESES results                      | Registry | B |                            |           |   |
|   |      | HESES data                         | Registry | B |                            |           |   |
|   | 5.3  | HESA results                       | Registry | B |                            |           |   |
|   |      | HESA data                          | Registry | A |                            |           | Data transferred to HESA (third party)  |
|   | 5.4  | Internet/Intranet Uploaded files   | Registry | B |                            | See notes | Delete when no longer relevant  |
|   | 5.5  | RAS                                | Registry | B |                            |           | No longer current (March 2014)  |
|   | 5.6  | Validations agreements             | Registry | C |                            |           |   |
|   | 5.7  | HEAR                               | Registry |   |                            | See notes | N/A as of March 2014  |
|   | 5.8  | Fees and Funding Guidance          | Registry | B |                            |           | Keep for 7 years  |
|   | 5.9  | Erasmus archive of agreements*     | Registry |   |                            |           | Erasmus+ required to be kept the later of 5 years after the scheme has been closed or 5 years after last audit. |
|   | 5.10 | Highly Trusted Sponsor information | Registry | B | Keep until audited by UKVI |           | Keep for maximum of 10 years if no audit  |
|   | 5.11 | DLHE Results                       | Registry | B |                            |           | In perpetuity   |
|   | 5.12 | DLHE Data                          | Registry | A |                            |           |   |
|   | 5.13 | Tuition Fee Schedule               | Registry | B |                            |           |   |

## Annex

| Type of record | Owned by        | Where kept and standard access  |
|----------------|-----------------|---|
| SITS           | Registry        | SITS Server1, SITS/eGo password protected, level of access for each user limited on a needs basis   |
| Hardcopy       | Registry        | Stored in Registry office, locked office no general access  |
|                |                 | Registry archive room, dedicated archive space, limited access  |
|                |                 | School storage under the Music Hall, very limited access and only on request and accompanied by Facilities                                    |
|                |                 | London Metropolitan Archive   |
|                | Music           | Music Administration Office, locked office no general access  |
|                |                 | School storage under the Music Hall, very limited access and only on request and accompanied by Facilities                                    |
|                | Drama           | Drama Administration Office, Drama Administration Cupboards (locked)  |
|                | Student Affairs | Locked cabinet in locked room   |
|                |                 | School storage under the Music Hall, very limited access and only on request and accompanied by Facilities                                    |
| O drive        | Registry        | School documents , Academic Support, Erasmus/Socrates, HEFCE, HESA, Registry, Student Funding (access limited to each folder by type of user) |
|                | Music           | O/Music. (access limited to each folder by type of user)  |
|                | Drama           | O/Drama (access limited to each folder by type of user)   |
|                | Student Affairs | O/Academic Support/Student Affairs (access limited to each folder by type of user)  |