

DATA RETENTION SCHEDULE – HE- Admissions and Registration

Type of data	Reasons for retention	Retention period
Records documenting the handling of enquires from prospective students	<ul style="list-style-type: none"> Contact applicants 	Completion of admissions round + 1 year
Records documenting the handling of applications for admission: unsuccessful applications	<ul style="list-style-type: none"> To administer student records Defend claims against UCP If a longer retention period is necessary for deferred or non-standard applications, records can be held on an exceptional basis. 	Completion of admissions round + 1 year
Records documenting the handling of applications for admission: successful applications	<ul style="list-style-type: none"> To administer student records Electronic records – retained for 3 years to enable ‘matching process’ when a student reapplies. To allow comparative data and to track applicants, historic data is needed. 	End of student relationship + 6 years
Copy of certificates, qualification on entry evidence includes UCAS data	<ul style="list-style-type: none"> Support funding claim Compliance with admissions policy Limitation Act 1980 c.58 s. 5 	End of student relationship + 6 years
Copies of ID documents and supplementary information	<ul style="list-style-type: none"> Support funding claims Compliance with admissions policy 	End of student relationship + 6 years
Interview scoresheets and interview testing scripts	<ul style="list-style-type: none"> Support funding claim Compliance with admissions policy 	End of student relationship + 6 years
Sponsorship letters, Student Finance funding notifications	<ul style="list-style-type: none"> Support funding claim Compliance with admissions policy 	End of student relationship + 6 years
Records containing summaries and analyses of enquiry, recruitment and retention data	<ul style="list-style-type: none"> Best practice (needed for analysis purposes) 	Current academic year + 5 years
Records documenting the transfer of individual students to new programmes or to new courses within programmes	<ul style="list-style-type: none"> Support funding claim 	End of student relationship + 6 years
Records documenting the organisation of examination facilities, including special arrangements for students with a disability, including specific learning disabilities	<ul style="list-style-type: none"> Compliance with Senate Code of Practice on Assessment Limitation Act 1980 c.58 s. 5 	End of student relationship + 6 years
Records containing summaries and analyses of data on registration of students on programmes	<ul style="list-style-type: none"> Best practice (needed for analysis purposes) 	End of student relationship + 6 years

Records documenting the registration of individual students on programmes (i.e. SID Number request spreadsheets)	<ul style="list-style-type: none"> • Best practice (needed for analysis purposes) 	Current academic year + 1 years
Records of student attendance	<ul style="list-style-type: none"> • Intervention measures 	End of student relationship + 6 years

DATA RETENTION SCHEDULE – HE- Student Support

Type of data	Reasons for retention	Retention period
Students' personal files (SORA Statement of Reasonable Adjustments, Medical Evidence, Funding Letters, DSA Reports, meeting with learner forms)	<ul style="list-style-type: none"> • Limitation Act 1980 c.58 s. 5 • Retention must comply with the Data Protection Act 8 Principles 	Current academic year + 5 years
Extension forms and supporting evidence	<ul style="list-style-type: none"> • Limitation Act 1980 c.58 s. 5 • Retention must comply with the Data Protection Act 8 Principles • Compliance with Senate Code of Practice on Assessment 	Current academic year + 5 years
Mitigation claim forms and supporting evidence	<ul style="list-style-type: none"> • Limitation Act 1980 c.58 s. 5 • Retention must comply with the Data Protection Act 8 Principles • Compliance with Senate Code of Practice on Assessment 	Current academic year + 5 years
Records documenting the withdrawal of individual students from the institution	<ul style="list-style-type: none"> • Support funding claim 	Current academic year + 5 years
DBS application forms and Criminal convictions – explanations provided by applicants	<ul style="list-style-type: none"> • In accordance with the Disclosure and Barring Service DBS Code of Practice 	Length of course

DATA RETENTION SCHEDULE – HE- Academic Office

Type of data	Reasons for retention	Retention period
Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress	<ul style="list-style-type: none"> • Intervention measures • Limitation Act 1980 c.58 s. 5 	Termination of relationship with student + 6 years

Documents detailing assessment standards, erg. Marking scheme, pass mark etc.	<ul style="list-style-type: none"> To administer student records Compliance with Senate ARU Code of Practice on External Examiners for Taught Courses / Pearson BTEC Quality Code 	Current academic year + 5 years
External examiners' annual reports	<ul style="list-style-type: none"> Best practice (needed for analysis purposes) Compliance with Senate ARU Code of Practice on External Examiners for Taught Courses / Pearson BTEC Quality Code 	Current academic year + 5 years
Records documenting awards and classifications i.e. Module results (transcripts), Awards Board Minutes	<ul style="list-style-type: none"> To administer student records Compliance with Senate Code of Practice on Assessment 	Life of the institution
Complaints and appeals letters (resolved informally)	<ul style="list-style-type: none"> Intervention measures Limitation Act 1980 c.58 s. 5 Compliance with Senate ARU Code of Practice on External Examiners for Taught Courses / Pearson BTEC Quality Code 	Last action on case + 6 years
Records documenting the handling and results of academic appeals by individual students	<ul style="list-style-type: none"> Intervention measures Limitation Act 1980 c.58 s. 5 Compliance with ARU Senate Code of Practice on the Assessment of Students, Pearson BTEC Quality Code, P982 Higher Education Student Academic Appeals Policy 	Last action on case + 6 years
Records documenting the handling of formal complaints made by individual students against the institution	<ul style="list-style-type: none"> Intervention measures Limitation Act 1980 c.58 s. 5 Compliance with Senate ARU Code of Practice on External Examiners for Taught Courses / Pearson BTEC Quality Code, P981 Higher Education Complaints Process 	Last action on case + 6 years
Approval/Re-Approval event paperwork (includes course/module documents and CVs for panel members)	<ul style="list-style-type: none"> Compliance with Senate ARU Senate Code of Practice on Curriculum Approval and Review / Pearson BTEC Quality Code 	Life of the institution

RETENTION SCHEDULE – HE Managers, Curriculum Teams

Type of data	Reasons for retention	Retention period
Annual Monitoring Reports	<ul style="list-style-type: none"> Best practice (needed for analysis purposes) Compliance with Senate Code of Practice on Collaborative Provision 	Completion of Academic Year + 6 years
Moderation paperwork	<ul style="list-style-type: none"> Best practice 	1 year (i.e. until the next module occurrence)

Records documenting the conduct and results of disciplinary proceedings against individual students	<ul style="list-style-type: none"> • Intervention measures • Limitation Act 1980 c.58 s. 5 • Compliance with P980 Higher Education Fitness to Practise Policy and Pearson BTEC Quality Code, 	Last action on case + 6 years
Results of student surveys: summaries and analyses of responses	<ul style="list-style-type: none"> • Best practice (needed for analysis purposes) • Intervention measures 	Completion of survey + 5 years
Admission Prior Learning records and supporting documentation	<ul style="list-style-type: none"> • Support funding claim • Compliance with admissions policy • Limitation Act 1980 c.58 s. 5 • Compliance with ARU Senate Code of Practice on the Assessment of Students, Pearson BTEC Quality Code 	Termination of relationship with student + 6 years

RETENTION SCHEDULE – HE Marketing

Type of data	Reasons for retention	Retention period
Open day Consent Forms	<ul style="list-style-type: none"> • Contact prospective applicants • Compliance 	Last action + 3 years
Video consent forms	<ul style="list-style-type: none"> • Marketing promotions • Compliance 	Last action + 3 years
Records documenting the organisation of award ceremonies	<ul style="list-style-type: none"> • Marketing promotions 	Completion of ceremony + 1 year
Press Releases	<ul style="list-style-type: none"> • Marketing promotions 	Date of issue + 5 years
Records documenting the development and establishment of the institution's alumni	<ul style="list-style-type: none"> • Marketing promotions 	

DATA RETENTION SCHEDULE – HE UCP Reception

Type of data	Reasons for retention	Retention period
Accident Books, and records and reports of accidents and dangerous occurrences.	<ul style="list-style-type: none"> • Health and Safety Requirements 	Completion of Academic Year + 6 years
Student References and Council Tax Exemption certificates	<ul style="list-style-type: none"> • For processing and record keeping 	Current academic year + 5 years
Student assignments (ready for marking)	<ul style="list-style-type: none"> • For processing and record keeping 	4 weeks (UCP)

DATA RETENTION SCHEDULE – HE Surveys and External Requirements

Type of data	Reasons for retention	Retention period
Results of student surveys: individual responses	<ul style="list-style-type: none"> • For processing 	Completion of analysis of survey responses
Results of student surveys: summaries and analyses of responses i.e. Destination of Leaver HE (DLHE) Survey, National Student Survey (NSS)	<ul style="list-style-type: none"> • Monitoring • Intervention 	Completion of survey + 5 years
Reports documenting the responses to student suggestion schemes/ feedback sessions/working groups	<ul style="list-style-type: none"> • Monitoring • Intervention 	Last action on suggestions + 1 year
Module Evaluation Results	<ul style="list-style-type: none"> • Monitoring • Intervention 	Last action on suggestions + 1 year