

Data Retention Policy

In accordance with UCB's Data Protection Policy found at www.ucb.ac.uk/about-us/data-protection-resources, UCB will take all necessary steps to ensure that personal data held by the University about its employees, students, customers, suppliers and all other individuals is processed fairly and lawfully. In order to comply with General Data Protection Regulation 2016/679 and the Data Protection Act 2018, information should only be held for as long as is necessary for the purpose for which it was collected.

Information will, therefore, be archived, deleted or securely destroyed based on the following retention periods.

Staff Information

All personal data held on staff at UCB will be kept in a secure online file for the duration of their employment and 6 years after they leave. Bank details will be removed after the final payment is made to the employee. Pension information may be kept for longer in order to ensure any information requested from us to new employers or pensions authority are accurate.

Staff Applications

Applications for employment at UCB that are successful are kept in the secure online file for the duration of your employment and are then kept in accordance with the Staff Information section above. DBS confirmations will be destroyed following recruitment or within 6 months, whichever is sooner.

Unsuccessful applications are kept for 6 months and are then deleted.

Governor Information

In accordance with the Articles of Government, Governor Information will be kept indefinitely for audit and compliance purposes.

Student Information

Student Records – Hard Copies

Student information (enrolment forms and supporting documentation) that is held in hard copy will be archived after 3 years. After 7 years, all paperwork will be destroyed using secure document disposal.

Student Records System

Personal data on the student records system will be held on file after graduation for a period of at least 7 years. In order to confirm academic history to future employers, other institutions etc., at the request of the student, we will continue to

hold information after 7 years. If, at any point after the 7 years has elapsed, the student requests that their personal data be deleted, then this will be carried out.

Scholarships

Applications for scholarships which are successful will be kept for 6 years.

Unsuccessful applications will be destroyed after 1 year.

Exam/Assessment/Assignments

Information on Exam/Assessment results will be held as part of the student record system and kept for at least 7 years. In order to confirm academic history to future employers, other institutions etc., at the request of the student, we will continue to hold information after 7 years. If, at any point after the 7 years has elapsed, the student requests that their personal data be deleted, then this will be carried out.

Paper copies of exam spreadsheets are destroyed after 5 years.

Exam papers are kept for 12 months after the student has completed their course and are then destroyed securely.

Assessments that are not returned to students (not collected) are destroyed at the end of the academic year. Any externally moderated assessments that are kept are stored for 1 semester in-house and are then archived and destroyed after 6 months.

Lecturer files and notes on students

Student files held by academic staff will be archived after each academic year and destroyed after 7 years.

Tracking (ProMonitor/Canvas etc.)

Information held on ProMonitor/Canvas will be held for at least 7 years. In order to confirm academic history to future employers, other institutions etc. at the request of the student, we will continue to hold information after 7 years. If, at any point after the 7 years has elapsed, the student requests that their personal data be deleted, then this will be carried out.

References

Paper references that are sent out for students should be kept for 1 year after the reference was sent.

DBS/ Criminal convictions

DBS confirmations will be destroyed following recruitment or within 6 months, whichever is sooner.

Registers

Paper registers are destroyed securely after 5 years.

HIRED

Placements

Placement evaluations and all other paper documentation is destroyed after 6 years.

Information regarding placements that is held on the Placement system will be held for at least 7 years. In order to confirm academic history to future employers, other institutions etc., at the request of the student, we will continue to hold information after 7 years. If, at any point after the 7 years has elapsed, the student requests that their personal data is deleted, then this will be carried out.

Tracking and attendance data held for 7 years and then destroyed.

DBS information

Data is held on a shared DBS tracker, via OneDrive and Teams. The DBS tracker is deleted annually.

Students' DBS number is logged on the Placement System.

Paper records are destroyed securely when students' have completed the DBS process (within 1 academic year). Additional tracking spreadsheets are destroyed when the individual is no longer a student at UCB.

Careers

Data on appointments attended stored for 2 years for service analysis and then destroyed. Student has their own log in to Abintegro and their information remains there for 5 years. Student can ask for their information to be deleted at any time.

Student Services

Accommodation

Student data is archived after 2 years and destroyed after 7 years.

CoreNet – Health and Wellbeing

Information is deleted after 7 years.

Financial Support Information

Hard copies of application forms for financial support will be destroyed after 7 years.

Safeguarding Information

Safeguarding data will be kept for as long as the student is at UCB and either transferred to the next education provider (in accordance with statutory guidance) or archived. After the student has left UCB, there is still a legal obligation to hold the information for 6 years or, in the case of care-leavers, until the person reaches their 26th birthday. After this period, the information will be destroyed securely.

Student Applications

Student Application information will be held on student records for those that choose to attend UCB in accordance with the Student Information section above.

If an applicant is not offered a place or chooses not to attend UCB, then their application data will be deleted from the system after 3 years. Hard copies of student information about such applicants will be destroyed after 1 year.

Customer Information

Spa/Aesthetics Clinic

Spa/Aesthetics Clinic customer information is held on Premier Spa/E-Clinic. Information will be removed at the request of the customer. Paper copies are archived after 1 year and destroyed after 7 years.

Restaurants

Restaurant customer information is kept until removal is requested by the customer. Booking information will be removed annually.

Gym

Gym customer information is held on Premier Spa. Paper copies are shredded annually. Information will be deleted at the request of the member.

Supplier/Contractor Information

Supplier/contractor contact information will be deleted once the contractor/supplier is no longer used.

Contracts and financial records relating to suppliers/contractors will have to be kept for 7 years, but can then be destroyed securely.

CCTV

CCTV recordings are kept for 31 days.

Visitor Information

Information held on the VisitorNet system will be deleted 3 months after the visit.

Marketing

Photo and videos of students, used for marketing purposes, will be retained for 7 years.

Library

Student data held in the Library system is removed at the end of each academic year unless there are outstanding issues such as overdue books or fines, when the information will be kept until the issues are resolved.

Staff records are kept (Name, room and barcode number). Records for staff who have left UCB will be deleted from the library system after confirmation of this is received from Human Resources.

Alumni

Alumni records are kept until alumni request that their information is removed or there is no longer a legal basis for retaining it.

Finance records

Hard copies of customer/supplier information are kept indefinitely to reconcile with the finance system and for audit purposes.

Hard copies of Finance information such as invoices, orders, credit notes are archived after 3 years and securely destroyed after 7 years.

Bank account details will be removed once they are no longer required.

Finance system

Any financial records must be kept for 7 years.