

Table 1

	Data Category	Purpose of holding data	Legal Basis for holding data	Maximum Period we hold this data
1	Recruitment Data	To inform prospective students about the University, courses, open days and application dates.	A – Consent	18 months
2	Applications Data	To communicate with prospective students who have applied for a course and inform them of interview dates and guidance, accommodation information and to offer and confirm course places.	B – Contract – and supported by the ‘soft opt-in’ rule within Privacy and Electronic Communication Regulations 2003 (PECR) regarding contact details obtained in the course of a sale (or negotiations for a sale)	18 months unless the applicant enrolls as a student then it will be held for duration of the course and six years after the student leaves
3 3.1	Student Data	Enrolment & admission; administration, assessment and progression; accommodation booking; academic and disability support; student finance and fees processing; student ID cards and building security; student IT access; Students’ Union membership and activities; and careers and employability support.	B – Contract C – Legal Obligation	For the period of study with the University and six years after the student leaves. Student transcripts – permanent retention.
3.2	Student Data	Production of statistical data for third party government bodies e.g. the Higher Education Statistics Agency and the Office for Students	C – Legal Obligation	Permanent retention for student and alumni data
3.3	Student Data	Academic appeals, disciplinary procedures, student complaints	B – Contract F – Legitimate Interest	For the period of study with the University and six years after the student leaves.
3.4	Student Data	Personal data released to third parties such as the police, local authorities (eg council tax), the emergency services	C – Legal Obligation D – Vital Interest	One year after the last action or request.

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3.5	Student Data	To monitor use of IT services and ensure network and information security. To test and maintain our systems and to ensure robust performance. To audit our activities in order to ensure regulatory compliance. To help us improve our services via staff training. Administration of the University's CCTV system, to provide a safe environment and facilitate the prevention and detection of crime.	B – Contract F – Legitimate Interest	For the period of study with the University and up to six years after the student leaves.
4	Student Finance	Personal data in relation to finance eg tuition fee payment, bursary entitlement. Third party eg Student Loan Company. To prevent fraud and other criminal activities, for example fraud in relation to public funding	A – Consent B – Contract	For the period of study with the University and six years after the student leaves.
5	Graduation	Personal data (including award and classification) will be published in the graduation ceremony booklet. This information will also be passed to third parties involved in the ceremonies (including gown hire supplier and potentially the local paper). Graduation ceremonies are available to view online.	B – Contract E – Public Interest F – Legitimate Interest in holding alumni information on who studied with us and when,	Graduation ceremony booklet – permanent retention
6	Health and Safety	Personal data related to accident, incident reports, risk assessment	B – Contract C – Legal Obligation	Up to 40 years beyond the last date of record.