

Recruitment and Admissions Retention Schedule

Retention is the period of time during which a record or records need to be retained in line with University requirements, legal requirements and guidance published by JISC.

We will retain your personal information as defined below.

Function	Activity	Record Group	Retention Period	Authority
Student Administration	Student Recruitment	Enquiries (including all supporting documentation) from prospective students.	End of the enrolment period of the academic year for which the enquiry is made (or end of last enquirer communication with University) + 2 years	University Requirement
Student Administration	Student Recruitment	Summaries and analyses of enquiry, recruitment and retention data.	End of the enrolment period of the academic year for which the enquiry is made + 5 years	
Student Administration	Student Recruitment	Anonymised enquiry data for purposes of future research and analysis	Indefinitely for research purposes	
Student Administration	Admissions	University Admissions Policies & Processes	Superseded + 10 years	
Student Administration	Admissions	Specific Operational Processes e.g. Staff/Student data specific to Clearing/Calling Campaign	Current Academic Year + 2 years (or end of student relationship)	University Requirement
Student Administration	Admissions	Handling of applications for admission (including all supporting documentation): Successful applications.	End of student relationship + 6 years	Limitation Act 1980 c. 58 s 5
Student Administration	Admissions	Handling of applications for admission (including all supporting documentation): Successful applications for relevant Medicine and Health Care courses.	Under review for Professional courses	
Student Administration	Admissions	Handling of supporting documents for Immigration purposes	End of student relationship + 1 years	UK Visas and Immigration Guidance for Educators: Appendix D: guidance for sponsors on keeping documents
Student Administration	Admissions	Handling of applications for admission (including all supporting documentation): Unsuccessful applications.	Completion of admissions process + 1 year Or resolution of dispute + 1 year (if applicable)	The Employment Equality (AGE) Regulation SI 2006/1031 Regulations 23, 39 and 42 The Employment Equality (Religion or Belief) Regulations SI 2003/1660 Regulations 20, 31 and 34 The Employment Equality (Sexual Orientation) Regulations SI 2003/1661 Regulations 20, 31 and 34 Equality Act 2010 c. 15
Student Administration	Admissions	Copy of DBS Disclosure and data pertaining to criminal disclosure	6 months from issue date	
Student Administration	Admissions	Record of DBS checks	Under review for Professional courses	
Student Administration	Admissions	Summaries and analyses of data on overall student numbers.	Current academic year + 5 years	
Student Administration	Admissions	Anonymised applicant data for purposes of future research and analysis	Indefinitely for research purposes	
Student Administration	Student Complaints and/or Appeals	Handling of formal complaints and/or appeals made by individual students against the institution.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5

Reviewed May 2018