



## SIDNEY SUSSEX COLLEGE DATA RETENTION SCHEDULE

This version dated: 30 June 2022

The College's Data Retention Schedule (DRS):

- sets out the College's framework for the management of data and records it holds, especially personal data;
- provides recommendations, formulated in consultation with the Heads of individual College departments, on appropriate retention periods for various classes of records, as well as an indication of those records that are or might be suitable for permanent preservation within the College Archives. College Departments are strongly encouraged to follow these recommendations which are consistent with existing College policies and guidelines, and reflect national legislation and sector-wide best practice.

*NB: This first draft is based upon the result of a major University governance project, the revised "Statement of Records Management Practice and Master Records Retention Schedule" published by the Registry's Office (March 2018). In the absence of a specific inter-collegiate template, the University's Retention Schedule provided a very exacting starting point in terms of completeness and complexity; the work by the GDPR Working Group (GDPR-WG) has aimed to adapt that document to the smaller and simpler operations of a college. Accordingly, GDPR-WG edited each section of this college DRS in consultation with the relevant Heads of Departments. It is envisaged that a further substantial round of revisions over the summer will lead to further simplification both in the structure of the document and in the requirements imposed on staff, as a result of*

- *OIS guidance on archives and digital back-ups of personal data, and legal minimum retention times for personal information (this was only issued within the last fortnight);*
- *Feedback received from Fellows, to whom this document is being circulated;*
- *comparisons with the approach taken in other comparable institutions. Colleges' DRS are rarely, if ever, published (we only have two examples of such documents, acquired informally from college contacts); but it is likely that more will become available as a result of GDPR preparations.*

For questions, advice or guidance about the College's records management: The College Data Protection Lead  
Sidney Sussex College Cambridge  
CB2 3HU

[DataProtection@sid.cam.ac.uk](mailto:DataProtection@sid.cam.ac.uk)

For questions, advice or guidance about archival appraisal, and to make arrangements for the formal transfer of relevant records:

The Archivist  
College  
Archive  
Sidney Sussex  
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[Archivist@sid.cam.ac.uk](mailto:Archivist@sid.cam.ac.uk)

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## **1 GOVERNANCE AND STRATEGY**

### **1.1 OFFICIAL PUBLICATIONS**

- 1.1.1** Official College publications, including the *Statutes and Ordinances*, Annual Reports, Annual Accounts (Financial Statements), Prospectuses, the College Annual, and the Pheon. Retain copies in College Archives.

### **1.2 COMMITTEES, BOARDS, SYNDICATES, WORKING GROUPS, ETC.**

(Excluding committees dealing with individual student cases [for which see 2.4])

- 1.2.1** Retain membership and appointment records.
- 1.2.2** Ballot papers for elections. Retain until completion of election + 3 months, and then destroy.
- 1.2.3** Registers of interests and Trustee Eligibility Forms. Retain for 6 years, and then destroy.
- 1.2.4** Agendas, minutes and papers for major College committees. Retain in Statutes and Ordinances and initiate archival review process for key College committees.

### **1.3 GOVERNMENT AND SECTOR REGULATOR RELATIONS**

- 1.3.1** General communications with governmental or parliamentary bodies and sector regulators (including enquiries and responses provided). Retain while necessary for reference and future planning purposes (as a general guide: End of current academic year + 6 years), and then initiate archival review process.
- 1.3.2** Formal responses to governmental, parliamentary or regulatory surveys and consultations. Retain from submission of response + 5 years, and then initiate archival review process.
- 1.3.3** Records of the College's formal participation in governmental or parliamentary or public inquiries. Retain until completion of inquiry + 10 years, and then initiate archival review process.

### **1.4 HIGHER EDUCATION SECTOR RELATIONS**

- 1.4.1** Records documenting the College's membership of sector-wide bodies. Retain until superseded by renewed membership records, and then destroy.
- 1.4.2** Working papers documenting the College's involvement with sector-wide bodies. Retain until the end of current academic year + 5 years, and then destroy.
- 1.4.3** Formal responses to surveys and consultations run by sector-wide bodies. Retain while necessary for reference and future planning purposes (as a general guide: Submission of response + 6 years), and then destroy.

## **1.5 FRAUD, WHISTLEBLOWING AND INFORMATION/COPYRIGHT COMPLIANCE**

- 1.5.1** Records regarding the College's interactions with the Information Commissioner's Office. Retain for at least 6 years, and then destroy.
- 1.5.2** Requests for personal information under data protection legislation. Retain until last action on request + 6 years, and then destroy.
- 1.5.3** Records of consent under data protection legislation. Retain until relevant personal data is anonymised or destroyed.
- 1.5.4** Records of forms, portals used to secure consent under data protection legislation. Retain until associated personal data is anonymised or destroyed.
- 1.5.5** Requests for information under the Freedom of Information Act 2000. Retain until last action on request + 6 years, and then destroy.

## **1.6 RISK MANAGEMENT AND INTERNAL AUDIT**

(Some of these records will be held as part of Committee papers and minutes [for which see 1.2])

- 1.6.1** Strategic and operational risk registers. Retain until superseded by updated register + 5 years, and then initiate archival review process.
- 1.6.2** Disaster response and recovery plans, business continuity plans. Retain until superseded by new plan + 5 years, and then destroy.
- 1.6.3** Internal audit reports issued to the College, and records of actions taken to address issues raised (for annual audits of the Financial Statements, see 5.1.4). Retain until Completion of audit + 7 years (though longer retention periods may be necessary depending on findings), and then initiate archival review process.

## **1.7 LEGAL DOCUMENTS AND SERVICES**

- 1.7.1** Contracts and legal agreements on all topics (including supporting documentation and legal advice). Retain until end of contract + 6 years (under signature), or until end of contract + 12 years (under seal), and then initiate archival review process.
- 1.7.2** Leases and lease agreements. Retain until expiry of lease + 15 years, and then initiate archival review process.
- 1.7.3** Claims by or against the College which do not proceed to litigation or are settled by agreement (including supporting legal advice). Retain until withdrawal or settlement of claim + 6 years, and then initiate archival review process.
- 1.7.4** Litigation with third parties. Retain until settlement + 6 years, and then initiate archival review process.
- 1.7.5** Records relating to Trusts. Retain until Trust wound up or subsumed, and then initiate

archival review process.

- 1.7.6** General legal advice. Retain until superseded by fresh advice + 12 years, and then initiate archival review process.

## **2 STUDENT ADMINISTRATION**

### **2.1 CORE STUDENT RECORD**

(Relating to individual students)

#### **2.1.1** Core electronic (CamSIS) and paper records about individual students, including:

- basic personal details
- information gathered at application
- information gathered at registration
- degree courses and papers undertaken, including relevant dates of teaching and assessment and College affiliations
- information on academic progress and performance, including assessment outcomes
- any supplementary information required for professional accreditation
- summary information on examination allowances
- transcript
- reference(s) from the College or University

Retain until student graduation or departure + 6 years, then initiate archival review process. NB: under the University's DRS 2018, CamSIS digital records will be retained in perpetuity. Other digital and paper records will normally be destroyed at de-registration + 6 years (though longer retention periods may be necessary in some cases).

### **2.2 STUDENT RECRUITMENT, OUTREACH AND ADMISSIONS**

**2.2.1** Prospectuses. See 1.1. Design, conduct and results of recruitment and outreach campaigns, initiatives and events. Retain while necessary for reference and future planning purposes; then initiate archival review process.

**2.2.2** Records of attendance at/engagement with recruitment and outreach campaigns, initiatives and events. Follow Higher Education Access Tracker (HEAT) retention periods; then destroy.

**2.2.3** Anonymised summaries and analyses of enquiry, outreach and recruitment data. Follow Higher Education Access Tracker (HEAT) retention periods; then destroy.

**2.2.4** Development of general admissions criteria. Retain until end of current academic year + 10 years, and then initiate archival review process.

**2.2.5** Individual student applications: unsuccessful applicants. Retain until completion of admissions round + 1 year (though longer retention periods may be necessary for deferred or non-standard applications). Anonymised versions of the subject moderation spreadsheets are created six months after the end of the admissions cycle, which retain summary data on attainment, school, and geodemographics.

- 2.2.6** Individual student applications: successful applicants. Held as part of Core Student Record. Anonymised versions of the subject moderation spreadsheets are created six months after the end of the admissions cycle, which retain summary data on attainment, school, and geodemographics.
- 2.2.7** Individual student registration information. Held as part of Core Student Record. See 2.1.
- 2.2.8** Records relating to an individual student's Tier 4 visa status. Retain until end of student's sponsorship or until a Home Office compliance officer has examined and approved the documentation (whichever is the sooner), and then destroy.

## **2.3 STUDENT ASSESSMENT**

- 2.3.1** Tripos Class Lists and Markbooks: held for 10 years for statistical purposes; then initiate archival review process.
- 2.3.2** Hard copies of centrally held information (e.g. CamCORS reports, CamSIS-generated student summaries and transcripts), and hard and digital copies of locally held information (e.g. College correspondence with and about the student; Academic Review portfolios); retain for 10 years for reference-writing purposes, then initiate archival review process.
- 2.3.3** Hard and digital copies of locally held information (e.g. College correspondence with and about the student; Academic Review portfolios); retain for 10 years for reference-writing purposes, then initiate archival review process.
- 2.3.4** Portfolios of applications for allowances submitted on a student's behalf. Held as part of Core Student Record. See 2.1.

## **2.4 STUDENT COMPLAINTS, APPEALS, FITNESS TO STUDY, DISCIPLINE AND MISCONDUCT**

- 2.4.1** Individual student complaint files. Retain until last action on complaint + 6 years, and then destroy.
- 2.4.2** Individual student academic appeal files. Retain until last action on complaint + 6 years, and then destroy.
- 2.4.3** Individual student disciplinary files. Retain until last action on disciplinary case + 6 years, and then destroy.
- 2.4.4** Individual student academic misconduct files. Retain until last action on misconduct



case + 6 years, and then destroy.

- 2.4.5** Individual student fitness to practice files (and any other records in classes 2.4.1-2.4.4 relating to medical or veterinary education). Held in perpetuity.

## **2.5 STUDENT SUPPORT**

- 2.5.1** General administration of financial aid, emergency or hardship funds, scholarships and bursaries (not at the level of individual students). Retain from end of current academic year + 6 years, and then destroy.
- 2.5.2** Design, operation and anonymised results of College student surveys. Retain while necessary for reference and future planning purposes, and then initiate archival review process.

## **2.6 STUDENT UNION AND COLLEGE RELATIONS**

Records of formal Student Union-College liaison committees. See 1.2.

### **3 TEACHING**

#### **3.1 GENERAL COLLEGE TEACHING QUALITY AND STANDARDS**

- 3.1.1** Records detailing the development of general College quality assurance processes for teaching. Held as part of relevant committee papers. See 1.2.
- 3.1.2** Formal internal reviews of general College teaching quality and standards: final reports and core working papers. Held as part of relevant committee papers. See 1.2.
- 3.1.3** Formal external reviews of general College teaching quality and standards: final reports, submission and supporting documentation. Retain from end of review + 10 year, and then initiate archival review process.
- 3.1.4** Students' feedback on supervision and direction of studies. Retain while necessary for reference and future planning purposes, then initiate archival review process.

## **4 COLLEGE NURSE AND PASTORAL CARE**

### **4.1 COLLEGE NURSE**

**4.1.1** Graduate and undergraduate health forms. Retain until student leaves + 8 years, and then destroy.

**4.1.2** Electronic record in PPS database created from student health form and updated with details of appointments, treatment, etc.. Retain until student leaves + 8 years, and then destroy.

Emails from clients. Information transferred to PPS and then emails destroyed.

### **4.2 PASTORAL CARE**

**4.2.1** Digital notes including student name and short summary of presenting issues. Retain until student leaves + 8 years, and then destroy.

**4.2.2** Student submissions (e.g. as part of art therapy or other pastoral support & mentoring) which identifies the author. Retain for end of current academic year +1 year if the data subject does not wish to receive it back; then destroy.

## **5 FINANCE**

### **5.1 GENERAL FINANCE**

- 5.1.1** Annual Financial Statements: final copy. See 1.1.
- 5.1.2** Annual Financial Statements: preparatory documents. Retain until end of current financial year + at least 6 years, and then destroy.
- 5.1.3** Financial Regulations and Procedures. Retain until superseded by new edition + at least 5 years, and then send to College Archives.
- 5.1.4** Financial audits and actions taken to address issues raised. Retain until completion of audit + at least 6 years (though longer retention periods may be necessary depending on findings), and then destroy.

### **5.2 COLLEGE ACCOUNTING**

- 5.2.1** Purchase orders, purchase invoices, sales invoices, credit card records, expenses payments, petty cash handling, retail sales transactions and other transaction records. Retain until end of current financial year + at least 6 years (though longer retention periods may be necessary due to the specific contractual requirements of a research project funder), and then destroy.
- 5.2.2** Student accounts and tuition fee records (for scholarships and bursaries, see 2.5.1). Retain until student graduation or departure + at least 6 years, and then destroy.

### **5.3 INTERNAL ACCOUNTING AND BUDGET MANAGEMENT**

- 5.3.1** Preparation and monitoring of annual operating budgets. Retain while necessary for reference and future planning purposes, and then destroy.

### **5.4 TAX**

- 5.4.1** Preparation and filing of annual tax returns (incl. VAT). Retain until end of current tax year + at least 6 years, and then destroy.

### **5.5 CASH, INVESTMENT AND ASSET MANAGEMENT**

- 5.5.1** Opening and closing of bank accounts. Retain until closure of account + at least 6 years, and then destroy.
- 5.5.2** Standing order and direct debit instructions. Retain until end of instruction + at least 6 years, and then destroy.
- 5.5.3** Bank statements and associated documentation. Retain until end of current financial

year + at least 6 years, and then destroy.

**5.5.4** Overall management of investment portfolio. Retain until disinvestment + at least 6 years, and then destroy.

**5.5.5** Purchase and sale of investments. Retain from date of transaction + at least 6 years, and then destroy.

**5.5.6** Valuations of capital assets. Retain until superseded by new valuation + at least 6 years, and then destroy.

**5.5.7** Authorisations to dispose of capital assets. Retain until disposal + at least 6 years, and then destroy.

## **5.6 INSURANCE**

**5.6.1** Insurance Certificates. Retain until expiry of certificate + at least 40 years, and then destroy.

**5.6.2** Records documenting the arrangement and renewal of insurance policies. Retain until expiry of policy + at least 6 years, and then destroy.

**5.6.3** Claims, and outcomes of claims, against insurance policies. Retain until Settlement or withdrawal of claim + at least 6 years, and then destroy.

## **5.7 PROCUREMENT**

**5.7.1** Supplier evaluation criteria. Retain until superseded by new criteria + at least 5 years, and then destroy.

**5.7.2** Invitations to suppliers to apply for approval. Retain until completion of approval process + at least 1 year (though longer retention periods may be necessary due to the specific contractual requirements of a research project funder), and then destroy.

**5.7.3** Evaluations of approved supplier/tender applications. Retain until end of approval period + at least 6 years, and then destroy.

**5.7.4** Evaluations of rejected supplier/tender applications. Retain from rejection + at least 1 year, and then destroy.

**5.7.5** Tender evaluation criteria. Retain until end of resulting contract + at least 6 years, and then destroy.

**5.7.6** Invitations to tender. Retain until end of resulting contract + at least 6 years, and then destroy.

**5.7.7** Supply contracts (and ensuing variations). Retain until end of contract + at least 6 years,

and then destroy.

**5.7.8** Contract award notices. Retain until end of contract + at least 6 years, and then destroy.

**5.8 SUBSIDIARY COMPANIES**

(Once established, wholly owned subsidiary companies are separate legal entities. Guidance on the management of a subsidiary company's day-to-day records may nonetheless be sought from the various sections of this Schedule.)

**5.8.1** Records concerning the formation of a subsidiary company. Retain for life of company + at least 6 years, and then initiate archival review process.

**5.8.2** Winding-up or disposal of the College's interest in the subsidiary company. Retain until winding-up or disposal of interest + at least 6 years, and then initiate archival review process

## **6 HUMAN RESOURCES**

### **6.1 CORE EMPLOYEE/WORKERS/FELLOW RECORD**

(Relating to individual members of staff)

- 6.1.1** Core electronic and paper records about individual members of staff or Fellows, including: basic personal details (including emergency contacts) initial application for employment, supporting documentation and related correspondence (e.g. references, statutory checks, right to work, work permits) contract(s) of employment and records of changes to terms and conditions copies of employment related correspondence throughout the life of the contract and beyond (ie pension information; references). Retain until end of the long vacation, 6 years after the end of employment destroy electronic and paper records, with the exception of certain information as listed in 6.1.2.
- 6.1.2** We reserve the right to retain the personal data longer than the periods stated above after end of employment, where it becomes apparent that there is a need to do so – for example, in the event of a major health or personal injury incident, records may need to be kept for up to forty years. We then store in a permanent HR archive: your full name and title; your job title(s) or College affiliation(s) and the corresponding dates of employment/membership.

### **6.2 PERSONNEL MATTERS**

(Relating to individual members of employees, workers and Fellows)

- 6.2.1** Job application: successful applications and associated interview materials. Held as part of successful applicant's core staff record. See 6.1.
- 6.2.2** Job applications: unsuccessful applications and associated interview materials. Retain from closing date for vacancy + 1 year, and then destroy.
- 6.2.3** Unsolicited job applications. Retain from receipt of application + 1 year, and then destroy.
- 6.2.4** Records of induction programmes attended. Held as part of core staff record. See 6.1.
- 6.2.5** Records of general training and development programmes attended. Held as part of core staff record. See 6.1.
- 6.2.6** Records of general training and development programmes attended where these are a statutory or regulatory requirement. Held as part of core staff record. See 6.1.
- 6.2.7** Annual appraisals (including identification of training, development and welfare needs) and records of subsequent actions. Held as part of core staff record. See 6.1.
- 6.2.8** Promotions: re-grading confirmations and justifications; awards of contribution increments; Senior Academic Promotions; supporting documentation. Held as part of core staff record. See 6.1.
- 6.2.9** Performance, disciplinary, grievance and capability proceedings (correspondence outlining concerns, confirmations of implemented support, outcomes of both informal and formal reviews, appeals). Held as part of core staff record. See 6.1.

- 6.2.10** Remuneration and reward of an individual employee (including records of special rewards and employee authorisations for non-standard deductions from salary). Held as part of core staff record. See 6.1
- 6.2.11** Administration of an employee's contractual holiday (annual leave) entitlement. Held as part of core staff record. See 6.1
- 6.2.12** Administration of an employee's absence due to sickness. Held as part of core staff record. Keep sickness record until end of current tax year + 6 years. See 6.1
- 6.2.13** Administration of an employee's special leave (e.g. compassionate, study, research). Held as part of core staff record. See 6.1.
- 6.2.14** Administration of an employee's parental leave. Held as part of core staff record. See 6.1.
- 6.2.15** Entitlements to and calculations of an employee's Statutory Maternity, Paternity, Adoption, Parental Bereavement, Shared Parental Pay. Held as part of core staff record. See 6.1.
- 6.2.16** Records concerning termination of employment (redundancy). Held as part of core staff record. See 6.1.
- 6.2.17** Retirement records. Held as part of core staff record. See 6.1.
- 6.2.18** References provided by the College. Held as part of core staff record. See 6.1.
- 6.2.19** Staff welfare records about individual members of staff. Held as part of core staff record. See 6.1.
- 6.2.20** Records relating to an individual staff member's visa status. Held as part of core staff record. See 6.1.

### **6.3 WORKFORCE PLANNING, RECRUITMENT AND PROMOTION**

(Generic; i.e. not relating to individual members of staff)

- 6.3.1** Assessments of workforce requirements. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.3.2** Design, operation and anonymised results of staff surveys conducted by the College. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.3.3** Management succession plans. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.3.4** Vacancy advertisements and job descriptions. Retail while necessary for reference and future planning purposes, and then destroy.

### **6.4 STAFF INDUCTION, TRAINING AND DEVELOPMENT**

(Generic; i.e. not relating to individual members of staff)

- 6.4.1** Development and content of induction, training and development programmes. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.4.2** Anonymised summaries and analyses of feedback on induction, training and



development programmes. Retain while necessary for reference and future planning purposes, and then destroy.

- 6.4.3** Management analyses of induction, training and development effectiveness. Retain while necessary for reference and future planning purposes, and then destroy.

## **6.5 REMUNERATION**

(Generic; i.e. not relating to individual members of staff)

- 6.5.1** Remuneration structures. Retain while necessary for reference and future planning purpose, and then destroy.
- 6.5.2** General administration of pay reviews. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.5.3** General administration of special reward schemes (e.g. discretionary pay, bonuses). Retain while necessary for reference and future planning purposes, and then destroy.

## **6.6 PAYROLL AND PENSIONS NEEDS TO BE REVIEWED BY COLLEGE OFFICE**

- 6.6.1** Records documenting the calculation and payment of employees' salaries and other payments (for records relating to individual employees, see 6.2.10). Retain until end of current tax year + 6 years, and then destroy.
- 6.6.2** Employer's PAYE records not sent to HMRC. Retain until end of current tax year + 6 years, and then destroy.
- 6.6.3** Records formally documenting the College's involvement in the USS pension scheme. Retain until end of involvement + 6 years, and then destroy.
- 6.6.4** Communications between the College and the USS pension scheme management. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.6.5** Employer and employee contributions to USS schemes and any other pension schemes. Retain until end of employment + 75 years, and then destroy.

## **6.7 EQUALITY AND DIVERSITY**

- 6.7.1** Statistical information resulting from equality monitoring. Retain while necessary for reference and future planning purposes, and then destroy.
- 6.7.2** Handling of formal complaints about discrimination. Retain while necessary for reference purposes, and then destroy.
- 6.7.3** Formal monitoring of the equalities aspects of staff recruitment and career progression. Retain until end of current academic year + 5 years, and then destroy.

## **7 ESTATE MANAGEMENT**

### **7.1 MAJOR PROJECTS**

- 7.1.1** Appointment of Consultants - unsuccessful applicants. Retention Period: Award of contract + 1 year. Disposal Method: Shred.
- 7.1.2** Appointment of consultant - retained with contract documents. Retention Period: Completion + 15 years. Disposal Method: Shred.
- 7.1.3** Records documenting the carrying out of major projects (Feasibility, Procurement, Design team, Estimates & Financial Reports, Local Authority Planning, H&S Management, COW Reports, Meetings, General Correspondence, Handover). Retention Period: Completion + 15 years. Disposal Method: Shred.

### **7.2 PERFORMANCE AND STATISTICS**

- 7.2.1** Key Performance Indicators. Retention Period: KPI + 5 years. Disposal Method: Secure shredding.
- 7.2.2** EMS Statistics. Retention Period: Report + 7 years. Disposal Method: Secure shredding.
- 7.2.3** Benchmarking Annual Reports. Retention Period: Report + 7 years. Disposal Method: Secure shredding.

## **8 COMMUNICATIONS**

### **8.1 MEDIA AND PUBLIC RELATIONS**

- 8.1.1** Press releases and media briefings. Retain until date of issue + 10 years (though longer retention periods may be necessary depending on the nature and sensitivity of the content), and then initiate archival review process.
- 8.1.2** Media enquiries and responses, or enquiries from members of the public and responses provided. Retain until last action on enquiry + 5 years, and then initiate archival review process.

### **8.2 PHOTOGRAPHY/FILMING/RECORDINGS**

- 8.2.1** College photography/film/recordings. Retain for as long as they represent the College appropriately, and then initiate archival review process.

### **8.3 CONTENT USED ACROSS SIDNEY CHANNELS**

- 8.3.1** Content used across Sidney channels (online and offline). Retain while necessary for reference, and then initiate archival review process.

## **9 LIBRARY AND MUNIMENT ROOM**

### **9.1 DOCUMENTATION OF COLLECTIONS**

- 9.1.1** Collection policies. Retain until superseded, and then send to College Archives.
- 9.1.2** Accessions registers. Held in perpetuity.
- 9.1.3** Catalogues, indexes, guides. Retain until superseded, and then send to College Archives.
- 9.1.4** Depositor/donor agreements. Held in perpetuity.
- 9.1.5** Disposal authorisations. Held in perpetuity.
- 9.1.6** Collection audit reports (stock check records). Retain until end of calendar year + 5 years, and then destroy.

### **9.2 USER REGISTRATION**

- 9.2.1** Users' records. User records in the Alma system (also referred to in Alma as "Patron" records) are the responsibility of the University Library, and beyond the control of the College. Retain physical and electronic records which are actually held by the College itself for 7 years from the end of registration and then destroy, unless they are of archival significance.
- 9.2.2** Visitors' records. Retain records for 7 years from end of visit/registration. Destroy visitors' records and email correspondence after seven years unless of archival significance.

### **9.3 USE OF COLLECTIONS**

- 9.3.1** Enquiries about access to, and contents of, collections. Retain until end of calendar year + 9 years, and then initiate archival review process.
- 9.3.2** Copyright declarations. Held in perpetuity.

### **9.4 LOANS**

- 9.4.1** Muniment Room inward and outward loans records for exhibition or conservation. Retain from end of calendar year + 5 years. Send to College Archives.
- 9.4.2** Library user loan history and fines records are held by the University, not the College, on the centrally-managed "Alma" system (the Library Management System which took over from Voyager in 2018) We do not have control over how long this system retains data.

## 10 IT SERVICES

### 10.1 Systems Development

Record Description	Retention Period	Archive	Note
Records of any development plan for new IT systems or upgrades	5 years	Review Annually	Most records are not kept. These provide essential development and support information are only destroyed when system is upgraded or changed.

### 10.2 Policies and Procedures

Record Description	Retention Period	Archive	Note
IT policies and procedures.	3 years	Review Every 3 years	Includes, but is not limited to, System Update policy, Records Management Policy, Backup Procedure, IT Training Policy, Access Control Policy, Data Usage and Sharing Policy, System User Control Policy.

### 10.3 Equipment

Record Description	Retention Period	Archive	Note
Records of return or removal of IT equipment	1 year	NA	
Records of disposal of IT equipment	Disposal of equipment + 3 year	NA	
Telecoms records	1 year	NA	Include user's name, phone number, phone model

### 10.4 User Support

Record Description	Retention Period	Archive	Note
Records of user requests for technical and application support, and assistance provided	Last action on request + 1 year	NA	Data manage and store in help desk system
Records of technical and application training for IT system users.	Superseded +1 years	NA	

### 10.5 System Security

Record Description	Retention Period	Archive	Note
Records of routine system monitoring.	6 months	NA	Include IP address, MAC address, CRSid,

			System log
Records of user account	Deletion day + 30 days	NA	
Records of security breach of the college IT systems, and action taken	30 – 90 days	NA	Include IP Address, MAC address, CRSid and system log
Requests and authorisations for connecting third party equipment to college networks	1 year	NA	

### 10.6 System Operation

Record Description	Retention Period	Archive	Note
Software licences	Superseded + 6 month	NA	
Records of routine monitoring and testing of the operation of IT systems, and action taken to rectify problems and optimise performance.	3 years	NA	
Data backup, archiving and deletion	7 years	NA	
User files and emails on servers	30 days	NA	Files and emails saved on file server and email server.
User online files	30 days	NA	Files saved on OneDrive or other online storage
User files on college devices	Device return date + 7 days	NA	Data saved on college desktop, laptop and mobile phone.

## **11 DEVELOPMENT AND MEMBERSHIP OFFICE**

### **11.1 ADMINISTRATION OF RELATIONSHIPS WITH ALUMNI, DONORS AND SUPPORTERS**

- 11.1.1** Core records about individual alumni, donors and supporters: College records. Held in perpetuity.
- 11.1.2** Records of transactions with minor donors to the College. Held in perpetuity.
- 11.1.3** Records of transactions with major donors to the College. Held in perpetuity subject to donation agreements (N/A or Destroy).
- 11.1.4** Statistics, surveys and research relating to alumni, donors and supporters. Retain while necessary for reference and future planning purposes, and then destroy.

### **11.2 FUNDRAISING, EVENTS AND PUBLICATIONS**

- 11.2.1** Design and conduct of fundraising campaigns and initiatives. Retain while necessary for reference and future planning purposes, and then destroy.
- 11.2.2** Reports on outcomes of fundraising campaigns and initiatives. Retain while necessary for reference and future planning purposes, and then initiate archival review process.
- 11.2.3** Planning and organisation of events and meetings (e.g. reunions, corporate occasions) for cohorts of alumni, donors and supporters. Retain while necessary for reference and future planning purposes, and then destroy.
- 11.2.4** Reports on outcomes of events for cohorts of alumni, donors and supporters. Retain while necessary for reference and future planning purposes, and then initiate archival review process.
- 11.2.5** Regular publications (e.g. magazines) for alumni, donors and supporters. Multiple copies sent to Archives upon publication. Multiple copies retained in Development and Membership Office in perpetuity for reference and future planning purposes; and additional copies retained for distribution purposes for no more than five years (N/A or Destroy).
- 11.2.6** Irregular publications for alumni, donors and supporters, or concerning fundraising campaigns and initiatives/events. Retain while necessary for reference and future planning purposes, and then initiate archival review process.

## **12 MASTER'S OFFICE**

### **12.1 FELLOWS**

**12.1.1** Fellow's file. Retain until end of Fellowship + 10 years; then initiate archival review process.

### **12.2 EVENTS**

**12.2.1** Information collected from individuals attending a College event. Retain until end of academic year + 6 years, and then destroy.

### **12.3 MASTER'S LODGE: VISITORS**

**12.3.1** Information collected from Master's Lodge visitors. Retain until end of academic year + 6 years, and then destroy.



## **13 PORTERS' LODGE**

### **13.1 EVENTS**

**13.1.1** Guest registration forms. Retain for 1 year, and then destroy.

### **13.2 VEHICLES**

**13.2.1** Car Register (register of members and visitors of the College who park in the College grounds), including details of car make, model, registration number and phone number of driver. Retain until parking for that individual is no longer required and then destroy.

### **13.3 HEALTH AND SAFETY**

**13.3.1** Fire incidents in College (also found in the minutes of the Health & Safety Committee). Retain for 3 years, and then initiate archival review process.

**13.3.2** Reports of accidents in College. Retain for 3 years, and then destroy.

**13.3.3** DSE Assessments. Retain for 3 years, and then destroy.

### **13.4 PROPERTY SECURITY MANAGEMENT**

**13.4.1** CCTV recordings (digital). Retain for 31 days (unless longer retention periods are required where there is a specific business need or justification), and then overwrite.

**13.4.2** Cycle database. Retain for 3 years, and then destroy.

**13.4.3** Duty Tutor rota. Retain for each current term, and then destroy.

**13.4.4** Found property book. Retain current volume for 2 months, and then destroy.

**13.4.5** Lodge key register. Retain for academic year, and then destroy.

**13.4.6** Porters' Lodge Log. Retain for 2 years and then initiate archival review process.

### **13.5 STUDENT RECORDS ADMINISTRATION**

**13.5.1** List of student and other pigeonholes. Retain for one year, and then destroy.

**13.5.2** Lodge Medical Emergency file, including medical information on students and contact details. Retain for academic year. Consent must be given by the student to hold the data each year.

## **14 CONFERENCE, CATERING, AND HOUSEKEEPING**

### **14.1 CONFERENCE OFFICE**

- 14.1.1** Conference booking records - signed contracts, details of conference organisers, requirements, quotes. Retain until superseded, and then destroy.
- 14.1.2** Event information held in Kinetics. Retention until end of academic year + 6 years, and then destroy.

### **14.2 CATERING OFFICE**

- 14.2.1** Attendance at College dinners in Hall. Retain until the end of the event, and then initiate archival review process.
- 14.2.2** Fellows signing in book. Conference Office pass this over to the College Office. College Office file information with Fellows bills, and retain until end of current financial year + at least 6 years, and then destroy.
- 14.2.3** Formal Hall booking sheet. Retain for up to 1 week, and then destroy.
- 14.2.4** Names and dietary requirements entered into Perfect Table Plan. Retain until the end of event, and then destroy.
- 14.2.5** Dietary information with religious affiliation. Retain while members of College, and then initiate archival review process.
- 14.2.6** Function sheets used in kitchens, including names and dietary requirements. Retain for 1 year, and then destroy.
- 14.2.7** Records detailing any allergies (students/Fellows only). Retain while members of the College, and then destroy.

### **14.3 ACCOMMODATION**

- 14.3.1** Exeat forms. Retain from end of current academic year + 6 years, and then destroy.
- 14.3.2** Student lists in Kinetics. Retention until end of academic year + 6 years, and then destroy.
- 14.3.3** Fellows flats and office lists in Kinetics. Retention until end of academic year + 6 years, and then destroy.
- 14.3.4** Rooming information held in Kinetics. Retain while members of the College, and then destroy.

## **15 CHAPEL**

### **15.1 CHOIR**

- 15.1.1** Details of Choir members collected for tours (name, date of birth, subject, year group, passport details, bank details (for reimbursements), and dietary requirements). Retain while member of the Choir, and then destroy.
- 15.1.2** Annual Choir Alumni Dinner. Retain list of names, years in Choir, and dietary requirements for approximately one month, and then destroy.

### **15.2 CHAPLAIN**

- 15.2.1** Preachers: lists and correspondence. Retain past Chapel Cards containing the names of various preachers. Any personal information held, such as addresses and bank details (for the reimbursement of expenses) will be destroyed once reimbursement is made.
- 15.2.2** Registers of services, containing information on size of congregations and preachers. We are required by the Church of England to maintain these.
- 15.2.3** Baptism, Weddings, Funerals, Memorial Services etc. (correspondence and service booklets). Wedding registers and baptism registers are required to be preserved. Marriage registers are official documentation, held by the relevant parish church and County records. Any other documentation relating to weddings and baptism candidates will be destroyed on an annual basis.

## **16 PUBLIC WEBSITE (WWW.SID.CAM.AC.UK) AND INTRANET (SIDNET)**

### **16.1 WEBSITE**

- 16.1.1** User access. User accounts are setup on the site and are based on CRSID and [CRSID@cam.ac.uk](mailto:CRSID@cam.ac.uk). The following Personal Data is stored and processed: CRSID (stored for the life of the account), Email address (stored for the life of the account), Public WAN IP Address (stored in the database for approx. 1 week)
- 16.1.2** Contact forms. All personal data processed comprises data entered by users on the form and submitted. The data is sent to a predefined recipient as an email. The data is not stored in the site database. The following examples of Personal Data may be processed: Name, Email, Address, Phone number, Mobile number
- 16.1.3** Content. The website contains Personal Data in the form of profile information. The following Personal Data is stored and is publicly available on the website: Name, Role, College email, Department email, College number, Department number, College room, Profile image
- 16.1.4** Logging. Access logs are recorded for all requests hitting the website. These logs are rotated every 30 days. Within these logs we record the Public WAN IP address.
- 16.1.5** Third Party Tool – Sucuri. Provides a Web Application Firewall to protect site and users from malicious requests. This means that all requests to the website pass through Sucuri. Sucuri has access to the logs on site and they will maintain their own logs. See: <https://sucuri.net/website-firewall/gdpr-compliance/>
- 16.1.6** Third Party Tool – Google Analytics (GA). Tracks and reports on aggregated user behaviour. It has been set up to anonymise the users IP and drops the last octet of the user IP address. As part of this GA drops a cookie in the user's browser which will identify their browser. Analytics is only fired if Users accept 'Analytics' tracking. Detailed logs are kept for 4-5 weeks and automatically refreshed. Abstract and analytic logs are kept for reporting purposes for as long as required.
- 16.1.7** Third Party Tool - Google Tag Manager (GTM). Allows us to manage code fragments on the site, often related to tracking, cookie control and analytics. See: <https://support.google.com/tagmanager/answer/9323295?hl=en>. As part of this GTM drops a cookie in the user's browser which will identify their browser. Detailed logs are kept for 4-5 weeks and automatically refreshed. Abstract and analytic logs are kept for reporting purposes for as long as required.
- 16.1.8** Third Party Tool – Civic Cookie Control. Used to offer the user a preference on their use of cookies. As part of this it drops a cookie, outlining their consent and also records a reference to this in its system so that it can maintain a record of consent. See: <https://www.civicuk.com/cookie-control>

### **16.2 SIDNET**

- 16.2.1** Booking form responses. Retain for 14-month default limit, with the ability to set other limits where required (i.e. library survey will have 26-month retention period), and then destroy.
- 16.2.2** Party wizard. Retain until end of academic year + 3 years, and then destroy.
- 16.2.3** E-Maintenance. Retain until end of academic year + 3 years, and then destroy.

- 16.2.4** Meta Access (records unauthorised access attempts by authenticated individuals in Sidnet). Retain for no longer than 1 year, and then destroy.
- 16.2.5** List of students requiring reminder to complete College-related task(s). Retain until the task is complete, and then destroy.
- 16.2.6** Room occupancy list. Retain while student is a member of College plus 1 year, and then initiate archival review process.
- 16.2.7** Ballot draw. Retain while student is a member of College plus 1 year, and then initiate archival review process.
- 16.2.8** Reports (for RPEG). Retain while student is a member of College plus 1 year, and then initiate archival review process.
- 16.2.9** Reports (for Travel Awards). Retain while useful for College publications and the website, and then initiate archival review process.

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