SIDNEY SUSSEX COLLEGE DATA RETENTION SCHEDULE
This version dated: 18th May 2018

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 Registrary'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-W 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

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

The Archivist
College Archive
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CB2 3HU
Archivist@sid.cam.ac.uk

Table of Contents

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. 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 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. Retain while necessary for reference and future planning purposes; 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 Card created from student health form. Retain until student leaves + 8 years, and then destroy.

4.1.3 Emails from clients. Retain emails containing sensitive information until student leaves + 8 years, and then destroy.

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 STAFF/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 which is to be sent to the College Archives.

6.2   PERSONNEL MATTERS
(Relating to individual members of staff / 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 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 Tier 2 or Tier 5 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

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   Formal 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 general public and responses provided. Retain until last action on enquiry + 5 years, and then destroy.

8.2   PHOTOGRAPHY/FILMING

8.2.1   College photographs/footage. Retain for as long as they represent the College appropriately, and then initiate archival review process.

9   LIBRARY & 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   READER REGISTRATION

9.2.1   Readers' records (almost all created and held in Alma system). Retain from end of registration + 7 years, and then destroy.

9.2.2   Visitors' records. Retain records for 7 years from end of visit/registration. Destroy 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   Inward and outward loans records for exhibition or conservation. Retain from end of calendar year+ 5 years. Send to College Archives.

9.4.2   Reader loan history and fines records held by the University, not the College. Retain from end of registration + 7 years, and then destroy.

10 IT SERVICES

10.1 DEVELOPMENT OF IT SYSTEMS

10.1.1 Records of any development plan for new IT systems or upgrades. Most records are not kept, but some systems are documented. These provide essential development and support information and are only destroyed when the system is upgraded or changed (approximately 3- 5 year life span for major systems).

10.2 OPERATION OF IT SYSTEMS

10.2.1 Software licences. Retained until superseded by new licence + 6 months, and then destroyed.

10.2.2 Web usage log data. Detailed logs are kept for 4-5 weeks and automatically cycled. Abstract and analytic logs are kept for reporting purposes for 26 months before they are automatically removed by Google Analytics.

10.3 INFORMATION SECURITY

10.3.1 Records documenting attempted or actual security breaches of IT systems and action taken. Retention period differs for each system:

- Attempted web server breaches (eg invalid SSH attempts). Retain for 1 month, and then destroy.

- Accounting data stores IP addresses and amounts of data transferred. Retain uncompressed accounting databases for 1 year, and then destroy. Retain compressed data for 1 year, and then destroy.

- Argus logs contain detailed information of every connection, including source and destination IP address and source and destination port numbers. Retain compressed argus logs for 1 year, and then destroy.

- Traffic Accounting logs include IPs and MAC addresses. Retain for 1 year, and then destroy.

- MAC address tracking stores MAC addresses in switch management. Retain data for up to 5 years, and then destroy.

10.3.2 Records documenting extraordinary institutional access to individual user accounts. Record of authorisation and the access given is kept in an email in an individual's mailbox.

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 RETAIL

13.1.1 Record of College merchandise sales. Retain for 2 years, and then destroy.

13.2 EVENTS

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

13.2.2 Guest payment information. Retain for 1 year, and then destroy.

13.3 VEHICLES

13.3.1 Car Register (register of members and visitors of the College who park in the College grounds), including details of car make, model and registration number. Retain for 1 year, and then destroy.

13.4 HEALTH AND SAFETY

13.4.1 Fire incidents in College (also found in the minutes of the Fire Safety Sub-Committee). Retain for 3 years, and then initiate archival review process.

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

13.4.3 DSE Assessments. Retain for 3 years, and then destroy.

13.5 PROPERTY SECURITY MANAGEMENT

13.5.1 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.

13.5.2 Cycle database. Retain for 3 years, and then destroy.

13.5.3 Duty tutor rota. Retain for each current term, and then destroy.

13.5.4 Found property book. Retain current volume + 1 month, and then destroy.

13.5.5 Lodge key register. Retain for 1 month, and then destroy.

13.5.6 Lodge occurrence/incident books. Retain for 2 years, and then initiate archival review process.

13.6 STUDENT RECORDS ADMINISTRATION

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

13.6.2 Lodge emergency file, including medical information on students, emergency contacts,

telephone numbers. Retain while data is current, and then destroy when student leaves.

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 HOUSEKEEPING

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 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 WEBSITE

16.1 SIDNET

16.1.1 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.

16.1.2 Party wizard. Retain until end of academic year + 3 years, and then destroy.

16.1.3 E-Maintenance. Retain until end of academic year + 3 years, and then destroy.

16.1.4 Meta Access (records unauthorised access attempts by authenticated individuals in Sidnet). Retain for no longer than 1 year, and then destroy.

16.1.5 List of students requiring reminder to complete College-related task(s). Retain until the task is complete, and then destroy.

16.1.6 Room occupancy list. Retain while student is a member of College plus 1 year, and then initiate archival review process.

16.1.7 Ballot draw. Retain while student is a member of College plus 1 year, and then initiate archival review process.

16.1.8 Reports (for RPEG). Retain while student is a member of College plus 1 year, and then initiate archival review process.

16.1.9 Reports (for Travel Awards). Retain while useful for College publications and the website, and then initiate archival review process.

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