

## Annex A

### Magdalene College

#### Personal Data Retention Schedule

##### 1. Governance and Strategy

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
1.1	Committee membership records, list of fellows	Indefinitely		Permanent archive	Senior Bursar's Office
1.2	Registers of interests	As long as required for those connected with decision making plus six years	Destroy		Senior Bursar's Office
1.3	Agendas, minutes and papers of the Governing body and standing committees	Indefinitely		Permanent archive	Senior Bursar's Office
1.4	Agendas, minutes and papers of all other committees and working groups	Indefinitely as part of permanent archive  Connected notes as required to form papers	Review whether to archive or destroy		Committee Chairs  College Archivist
1.5	Fraud and whistle-blowing case files	Last action on case plus six years	Destroy		Senior Bursar's Office
1.6	Records regarding the College's notifications under the GDPR	End of current academic year plus six years	Destroy		Data protection officer
1.7	Data access requests	Last action on request plus six years	Destroy		Assistant Bursar
1.8	Requests for information under the Freedom of Information Act	Indefinitely for requests and responses. Any personal data used to compile responses deleted annually if over one year old.	Shred paper and delete electronic information containing personal data over one year from request		FOI Officer
1.9	Contracts and legal agreements, including supporting documentation and advice	End of contract plus six years (under signature) for operational contracts Contracts under seal retained indefinitely	Destroy	Permanent archive	Head of Department  Senior Bursar's Office
1.10	Leases and lease agreements	Indefinitely		Permanent archive	Senior Bursar's Office
1.11	Claims by or against the College that do not proceed to litigation	Indefinitely		Permanent archive	Senior Bursar's Office
1.12	Litigation with third parties	Indefinitely		Permanent archive	Senior Bursar's Office
1.13	Records relating to Trusts	Indefinitely		Permanent archive	Senior Bursar's Office

##### 2. Student Administration and Teaching (including admissions)

See also student data protection statement

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
2.1	Individual student applications: unsuccessful candidates	Up to 3 months following the completion of the admissions process	Destroy hard copy records Electronic records held by University on CAMSIS	Allows for review of offers if required	Admissions Tutor
2.2	Individual student records (tutorial files), including applications, matriculation, academic achievements	Full data set -At least 6 years from the date that the student leaves the College.  Major subset -At least 10 years for personal and academic references.  Minor subset - personal data held in perpetuity.	Destroy  Destroy	Limitation period for negligence.  Provision of references  Detection of crime or serious incident	Senior Tutor's Office
2.3	Records relating to a student's visa status	As part of full data set - At least 6 years from the date that the student leaves the College or approved by the Home Office (whichever is the longer)	Destroy		Senior Tutor's Office
2.3	CCTV footage	31 Days unless required for investigation, and then until investigation is complete	Destroy / overwrite	Equipment records on 31 day cycle	College Marshal see CCTV Code of Practice
2.4	Accommodation licences  Accommodation files: OTR forms, rebate forms and ballot orders  Database (spreadsheet) of which students occupied which rooms	End of the current year plus six years – paper and electronic  Four years or until student has left College, whichever is longer – paper and electronic  Four years or until student has left College, whichever is longer	Destroy	Legal agreements (see 1.9) Provision of references  For billing queries	Rooms Tutor's Office
2.5	Student complaint and academic appeal files*	At least 6 years from the date that the student leaves the College	Destroy	Limitation period for negligence.	Senior Tutor's Office
2.6	Student disciplinary and academic	At least 6 years	Destroy	Limitation period	Senior

	misconduct files*	from the date that the student leaves the College		for negligence.	Tutor's Office
2.7	Student fitness to practice files	At least 6 years from the date that the student leaves the College	Destroy	Limitation period for negligence.	Senior Tutor's Office
2.8	Records of financial aid, scholarships and bursaries*	At least 6 years from the date that the student leaves the College	Destroy	Required retention period for financial records	Senior Tutor's Office
2.9	Student information on forum including room details for maintenance, housekeeping and other purposes	<i>See IT policy</i>			
2.10	Outreach residential event: Personal details of children attending the event including parental and medical information	Hard copy – one week after event	Destroy		Senior Tutor's Office

\* summaries may be placed in the tutorial files, 2.2

### 3. Finance

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
3.1	Purchase orders, purchase invoices, sales invoices, credit card records, expenses payments, petty cash handling, retail sales transactions and other transaction records	Current financial year plus six years thereafter	Destroy	Required retention period for financial records	Senior Bursar's Office
3.2	Student accounts (for scholarships, bursaries and awards see 2.8)	Seven years after completion of studies	Destroy paper and electronic records	Required retention period for financial records	Senior Tutor's Office/ Senior Bursar's Office
3.3	Fellows' accounts	Current financial year plus six years thereafter	Destroy	Required retention period for financial records	Senior Bursar's Office
3.4	May Ball information and accounts	Current financial year plus six years thereafter	Destroy	Required retention period for financial records	Senior Bursar's Office
3.5	Insurance disclosures (budget holders and F&GP members)	One year – until following year's disclosures have been received	Destroy	Insurance requirement	Senior Bursar's Office
3.6	Credit card details for payment	Maximum 1 hour	Destroy	Legal requirement	Senior Bursar's Office

### 4. Human Resources

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
4.1	Personnel files, including applications, training records, appraisals.	Duration of employment plus no more than 12 months, unless there is a specific need to retain for longer.	Destroy	References and potential litigation	HR Manager

		Subset retained for up to 7 years after the end of relationship with College. Basic data retained in a permanent archive.		Permanent Archive	
4.2	Unsuccessful job applications	Six months after the end of the closing date of the application process	Destroy	Time limit on litigation	HR Manager
4.3	See 6.2 donors and supporters				
4.4	Assessments and reviews of workforce requirements	Indefinitely, see 1.4			
4.5	Management succession plans	Indefinitely, see 1.4			
4.6	Wages and salary records	Current financial year plus six years thereafter	Destroy	As part of financial records	Payroll
4.7	PAYE and NI records	Current financial year plus six years thereafter	Destroy	As part of financial records	Payroll
4.8	Pension records – employer and employee contributions	Current financial year plus six years thereafter  Subset – pensions preferences retained indefinitely	Destroy	As part of financial records	Payroll
4.9	Disciplinary and grievance records	Up to seven years from the end of employment by the College	Destroy	References and potential litigation	HR Manager
4.10	Facts relating to redundancies where less than 20 redundancies	Up to seven years from the date of the redundancy (see also 1.3 and 1.4 for committee reports)	Destroy	Time limit on litigation	Senior Bursar's Office
4.11	Facts relating to redundancies where 20 or more redundancies	Up to seven years from the date of the redundancy (see also 1.3 and 1.4 for committee reports)	Destroy	Time limit on litigation	HR Manager
4.12	Statutory maternity pay records	At least 3 years after the end of the financial year to which the records relate	Destroy	Regulatory requirement	Payroll
4.13	Statutory sick pay records	At least 3 years after the end of the financial year to which the records relate	Destroy	Regulatory requirement	Payroll
4.14	Holiday and sick leave records, time sheets	At least 3 years after the end of the financial year to which the records relate	Destroy		Payroll

		Summary records included in financial records (see 3.1)			
4.15	General personnel records for interns or casual staff	See 4.1			
4.16	Staff records kept in departments by HODs	Until member of staff leaves	Pass to HR department for destruction	Day to day operational requirements	Head of Department

## 5. Master, Fellows and other Teaching Staff

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
5.1	Personal contact details of Master and all Fellows	For the length of their life and spouse's life if applicable	Remove from database	To forward mail and keep informed about events and developments at the college	Master's Office, President's Office and, College Office (restricted access only)
5.2	Unsuccessful JRF applicant information	No more than 12 months after the closing date of the application process. Applicant name on interview schedule kept indefinitely. If relevant personal details may be retained for contact regarding College activities or membership.	Destroy	In case of appeals against decision	President's Office
5.3	Personal files of successful JRF applicants	As for Fellows below. If the post has required a 'resident market test' all application records retained for duration of the sponsored post and 12 months thereafter.	Destroy	Statutory requirement	President's Office
5.4	Personal files of Fellows	Duration of employment or membership plus no more than 12 months, unless there is a specific need to retain for longer. Subset retained for up to 7 years after the end of relationship with College. Basic data retained	Destroy	References and potential litigation  E.g. major health or personal injury incident	President's Office

		in a permanent archive.		Maintenance of benefits and College records of members	
5.5	Personal information of other teaching staff, including CV	Indefinitely in paper file and as part of Committee papers see 1.3		Potential litigation. Permanent College archive May need to re-employ.	Senior Tutor's Office
5.6	CVs of prospective Fellows - unelected	Indefinitely as part of papers for Governing Body see 1.3		Potential litigation. Permanent College archive	Senior Bursar's Office

See also other sections for particular types of information

## 6. Development and Alumni Relations

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
6.1	Enquiries from the general public and responses	Subject to the nature of the enquiry	Destroy	Answer query and further response requirements	Alumni and Development Office
6.2	Basic records concerning individual alumni, donors and supporters. Kept in Raiser's Edge database.	Indefinitely			Alumni and Development Office
6.3	Records of transactions with donors	Indefinitely			Alumni and Development Office
6.5	Planning and organisation of events and meetings for alumni, donors and supporters	Indefinitely			Alumni and Development Office
6.6	Mailing lists for College publications	Indefinitely (subject to data subject consent)			Alumni and Development Office
6.7	Information about alumni, donors and supporters: previous support, career details, interests/hobbies and philanthropic tendencies	Indefinitely (subject to data subject consent)			Alumni and Development Office

## 7. Health and Safety

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
7.1	Student health records (general)	One year after completion of studies, except where as part of tutorial files (2.2) or committee records(1.3,1.4)	Destroy	RCN Guidelines	College Nurse
7.2	Clinical information generated in consultation with the College Nurse	Normally eight years from completion of studies	Destroy	RCN Guidelines	College Nurse
7.3	Staff and Fellows' health records (general)	One year after cessation of relationship with College	Destroy	RCN Guidelines	College Nurse
7.4	Health records where reason for termination of employment or withdrawal from course is connected with mental or physical	See section 2 – Students Section 4 – staff Section 5 – Senior		Limitation period for personal injury claims	

	health	Members			
7.5	Medical records kept by reason of the Control of Substances Hazardous to Health Regulations	40 years	Control of Substances Hazardous to Health Regulations 1985	Control of Substances Hazardous to Health Regulations 1985	Senior Bursar's Office
7.6	Health and Safety training records see 4.1				
7.7	Accident reports and incident investigation forms	At least 3 years		Legal requirement	Senior Bursar's Office
7.8	PAT testing records – items in individual rooms with names	Current year plus three years	Destroy	Legal requirement	Maintenance department

## 8. Dinners, Conferences and Events

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
8.1	Dietary requirements	Fellows: as long as fellow is associated with the college, Alumni and supporters; as required for each event Students: until academic year following the student leaving College Visitors: as required for each event	Destroy (unless request by data subject to retain)	Potential litigation Serve meals in accordance with dietary requirements	Head of Buttery/ Head of Catering
8.2	Lists of those attending dinners – see also 6.5	Completion of event	Destroy	Catering requirement	Head of Buttery/ Head of Catering
8.3	Contact details of those booking events – students, fellows and external individuals – for planning and organising events	4 years after the completion of the event	Destroyed		Conference Office
8.4	Contracts for events see 1.9				
8.5	Contact details of chapel attendees (where recorded as part of Alumni and Development Office records)	Indefinitely (subject to data subject consent)			Alumni and Development Office
8.6	Room numbers and names of guests at events and otherwise	No longer than necessary for each event.  Detail may be included in financial records see 3.1	Destroyed		Conference Office
8.7	Contact details of those making initial enquiries about booking but not leading to a booking	Two years from the last action	Destroy	Potential follow up requirements	Conference Office

## 9. IT and Library Facilities

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
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9.1	Details of visiting scholars, those requesting images and information (Pepys and Old Libraries)	In perpetuity		Historic record of scholarship, for publication royalties and understanding further enquiries	Pepys Librarian's Office
9.2	Visitor's book in the Pepys Library	In perpetuity		Permanent archive	Pepys Librarian's Office
9.3	Phone or written enquiries (main library)	Subject to the nature of the enquiry	Destroy	Answer query and further response requirements	Pepys Librarian's Office
9.4	Record of donations (main library)	In perpetuity			College Librarian's Office/ Alumni and Development Office
9.5	Library borrower details, including record of books borrowed, fines	One year after completion of studies	Destroy, delete electronic information		College Librarian's Office
9.6	Student support details (main library)	Academic year following after student leaves College	Destroy, delete electronic information		College Librarian's Office

## 10. Other

Entry	Record	Retention period	Action at end of retention period	Reason for retention period	Information from
10.1	Baptismal register (Chapel)	Indefinite		Permanent official record	Chaplain