

DATA RETENTION SCHEDULE – 2025/26

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Admissions

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Admissions Office	Maintaining records during the admissions process	All data as provided on the student's UCAS application and as part of My Cambridge Application	<p>In permanent archive in CamSIS and Camcors for matriculated students</p> <p>In permanent archive (anonymised) in Subject Moderation Spreadsheets for matriculated students and rejected students.</p> <p>In permanent archive (anonymised) in CamSIS for rejected students.</p>	
Admissions Office	Maintaining records during the admissions process	All data for accepted students as provided as part of additional application forms e.g. the Extenuating Circumstances Form; relevant applicant information provided over email; applicant information as collected during the admissions process e.g. interview report forms	Matriculation of student	Provided to Tutorial Office
Admissions Office	Maintaining records during the admissions process	All data for rejected students as provided as part of additional application forms e.g. the Extenuating Circumstances Form and applicant information provided over email; applicant information as collected during the admissions process e.g. interview report forms, proof of funds evidence, proof of visa status	End of current year	Destroyed
Admissions Office	Maintaining records of confirmed students prior to admission (including information required to meet terms of admission)	Completed qualifications examination certificates; Free School Meals eligibility; ID (passport/ driving license); relevant information provided over email; proof of visa status	Matriculation of student	Provided to Tutorial Office
Admissions Office	Maintaining records of confirmed students prior to admission (including information required to meet terms of admission)	Proof of funds evidence (including Financial Guarantees)	Matriculation of student	Provided to Finance Office

Admissions Office	Maintaining records of confirmed students prior to admission (including information required to meet terms of admission)	Proof of visa status	Matriculation of student	Provided to International Students' Office
Admissions Office	Providing guidance to prospective applicants	Enquirer full name; enquirer email address; contents of email enquiry	End of current year + 1 year	Destroyed
Admissions Office	Organisation of in-person and virtual events for individual attendees	Attendee full name; attendee date of birth; attendee current school year; attendee school name and address; attendee home address; attendee email address; attendee parent/guardian name; attendee parent/guardian email address; attendee parent/guardian phone number; attendee academic qualifications; attendee medical, access and dietary requirements	End of current year + 1 year for those accepted onto a programme/ event. 6 months after registration closes for an event for those not accepted onto a programme/ event	Destroyed
Admissions Office	Tracking and monitoring of in-person and virtual events for individual attendees	Attendee full name; attendee date of birth; attendee school name and postcode; attendee home postcode; Details added to the HEAT database. Further information on HEAT and their privacy policy can be found here . Further information on linking HESA datasets is available on the HESA website.	Until the end of the academic year the student reaches the age of 30 (or, if a mature student, for 10 years from the point of providing the information); if student enters Higher Education within this time, until 15 years after graduation	Destroyed
Admissions Office	Organisation of in-person and virtual events for school visits	Teacher contact name; teacher contact email address; teacher phone number; attendee names; attendee medical, access and dietary requirements	End of current year + 1 year	Destroyed
Admissions Office	Safeguarding of individuals attending online events	Recordings of attendee participation in online sessions (where attendees are identifiable through their communication in the session)	Within one year of the final session of the programme	Destroyed
Admissions Office	General correspondence with schools and teachers	Email communication with teachers relating to event queries	Permanently	N/A
Admissions Office	Managing Student Ambassadors	Full name; email address; events worked; training attended; DBS documentation (if applicable)	Permanently	N/A
Admissions Office	Managing Student Ambassador and Interviewer Payments	Payroll details	End of current year + 1 year	Provided to Finance Office
Admissions Office	Keeping teachers/advisors informed of our opportunities	Advisor's full name, e-mail, school they work at	Permanently (held in internal databases and on Mailchimp)	N/A

Bursary

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Bursary	External committee member contact details	Name, address, email address, telephone number. Provided by Committee member	For the duration of membership	Destroyed
Bursary	Accident reports	Data submitted by member of staff or student. Data includes. Name and address of Person affected/injured. Person reporting incident. Date and time of incident. Description of incident including cause and nature of injury. Actions taken and recommendations.	3 years after accident	Destroyed Unless data may be required for health/criminal claims.
Estate	Legal	Master plans for sites & buildings	Permanent Retention	Retain
	Legal	Management of Historical buildings and monuments	Permanent Retention	Retain

Catering

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Catering	To ensure dietary and menu requirements are met for clients using the catering department	Records of catering requirements & options for provision. The method of collection is by email and UPay	End current year	Delete Electronic Version
Catering	To analyse sales from food and Beverage to produce reports to track sale trends on weekly, monthly and yearly basis	Catering products choices, orders and student names, room numbers and Crsids	End current year + 6 years	Delete Electronic Version
Catering	Recording of time and attendance for payroll	Staff working patterns recording sickness and holidays. Hours worked using ADP system for payroll (See HR and Finance)	End current year + 6 years	Delete Electronic Version
Catering	Records of holiday allowances and usage and sick days	Using Homerton HR system to record holiday allowances and sickness reporting (See HR)	End current year + 6 years	Delete Electronic Version

Events

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Conference/Events Office	New enquiry	Company name, contact address, telephone number, position of individual enquiring. Provided by client.	If no booking made data not retained. Stored in client folder if booking moving forward and kinetics CRM system. Legal requirement period 7 years after completion of event.	Destroyed- confidential waste/data shredding Electronic deletion (7 yr period)
Conference /Events Office	Event booking booking form – and subsequently signed contract	Provided by client making booking. Individual contact for organisation, company details, full address, charity registration if appropriate, vat exemption information if appropriate. Invoicing approval: Signatures & contact information, telephone & email address. Stored In Kinetics Conferencing system. Hardcopy for paper file Electronic client folder on office computers Data provided to Finance for invoicing purposes.	Legal requirement period 7 years after completion of event. Contract retained electronically until given to finance	Destroyed - data shredding Electronic deletion (7-year period)
Conference Office	College Fellows Make a reservation	Contact emails, Fellows names and titles, personal addresses sometimes for invoicing. Telephone contact information. Stored in Conference office folder for internal business- hardcopy.	If no invoice raised data and paperwork destroyed immediately after event.	Destroyed - data shredding electronic deletion 7-year period

		Kinetics booking system. Electronic folder until invoiced	If invoice raised Legal requirement period 7 years. Stored in Conference Office and Finance	
Conference Office	Student bookings	Name of student, student role (for e.g. in HUS), and name of society/group represented. Information provided via student booking form, telephone message, emails & in person. Kept in internal booking folder if needs an invoice, if not disposed of.	If no invoice raised data and paperwork destroyed immediately after event. If invoice raised Legal requirement period 7 years. Stored in Conference Office and Finance	Destroyed - data shredding Electronic deletion 7-year period
Conference Office	Bedroom Bookings	Guest bedroom booking form, speedy booker booking form (online in Sharepoint electronic folder) containing name address, credit card and email contact details from confirmed booking. Guest bedroom has contact details of the Fellows/Management enquiry	Speedy forms online until 7-year legal period Guest bedroom bookings in print form filed in the Conference office	Destroyed data shredding- electronic deletion 7-year period
Conference Office	Formal Hall Bookings reports	Names of alumni/fellows and students attending	Retained (hard copy) for the year of acquisition	Destroyed – data shredding

Communications

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Communications	Inform staff of relevant information	Firstname, surname, CAM email.	One year. New starters inputted as they join, and leavers are deleted on a monthly basis. Unsubscribe option always active.	Deleted from secure and GDPR-compliant MailChimp list.
Communications	Inform students of relevant information	Firstname, surname, CAM email.	One year. Unsubscribe option always active.	Deleted from secure and GDPR-compliant MailChimp list.
Communications	To promote the college, via social media, videos, publications	Photographs of college events	Stored in perpetuity then archived. Consent given at event. We delete any photography content where permission is withheld.	No end to retention period.
Communications	To promote the college, via social media, videos, publications	Video of college events, and video projects	Stored in perpetuity then archived. Consent given at event. We delete any video content where permission is withheld.	No end to retention period.
Communications	Recruitment	Firstname, surname, CV, application form	Only for period of recruitment; deleted thereafter.	Deleted.
Communications	List of students with high social media following.	Firstname, surname, CAM email.	One year.	Deleted.

Development

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Development	Events registrations	First name, surname, email address, home address information, alumni number, matriculation year, dietary requirements, access requirements (some of this information will already be known to the College and is stored by the University)	Indefinitely on Amicus database. Unless asked to remove. Paper records of event information up to 7 years	Paper records destroyed
Development	Fundraising solicitations	First name, surname, email address, home address information, alumni number, matriculation year, gift information	Indefinitely on Amicus database. Unless asked to remove. Paper records of gift information 7 years – donation forms and Gift Aid declarations	Paper records destroyed
Development	General alumni correspondence	First name, surname, email address, , home address information, alumni's news	Indefinitely on Amicus database. Unless asked to remove. Paper records of general information up to 7 years	Paper records destroyed

Finance

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
General	Financial Transactions	Purchase orders, purchase invoices, sales invoices, expenses payments, petty cash handling and other transaction records	End of current financial year + 6 years	Destroy – Data shredding
General	Financial Transactions	Credit/debit card details - Customer	End of Transaction	Destroy details when successfully processed
Student Finance	Financial Transactions	Student accounts and tuition fee records	End of current financial year + 6 years	Destroy – Data shredding
General	Accounting	Preparation and monitoring of annual operating budgets	While necessary for reference and future planning purposes	Destroy – Data shredding
Tax	Legal	Preparation and filing of annual tax returns (incl. VAT)	End of current financial year + 6 years	Destroy – Data shredding
Investment	Accounting	Bank statements and associated documentation	End of current financial year + 6 years	Destroy – Data shredding
Investment	Accounting	Valuations of capital assets	Until superseded by new valuation + 6 years	Destroy – Data shredding
Insurance	Insurance	Records documenting the arrangement and renewal of insurance policies	End of current financial year + 6 years	Destroy – Data shredding
Subsidiaries	Legal	Records concerning the formation of a subsidiary company	Life of company + 6 years	Destroy – Data shredding
Subsidiaries	Legal	Winding-up or disposal of the University's interest in the subsidiary company	Life of company + 6 years	Destroy – Data shredding
Payroll	Accounting	Payroll data, starter, leaver, timesheets, forms, payslips, p60s	End of current financial year + up to 6 years	Destroy – Data shredding
Payroll	Legal, Accounting	Payslips, p60s	End of current financial year + up to 12 years	Destroy – Data shredding
Pensions	Legal, Accounting	Pension data forms	End of current financial year + up to 12 years	Destroy – Data shredding

HR

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
HR Department	Recruitment and Selection process (individual applications)	<p>Job applications; name, address, email, NI number, career and school/training history, immigration status, supporting statement, name, and address of referees. Information provided by the individual.</p> <p>Kept in recruitment files in HR Administrator's office, HR email inbox, HR Managers office in locked cabinet.</p>	If applicant successful for the duration of their employment plus 7 years after leaving. If unsuccessful 12 months except if the person appointed to the post is a migrant sponsored under the points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a UK VISAs & Immigration compliance officer has examined and approved them, whichever is the sooner.	Destroyed. Unless data is required for historical/archive purposes in which case it is stored in the following format: full name and title, job title(s) or College affiliation(s) and the corresponding dates of employment/membership; any awards etc. that may be of historical interest to the College
HR Department	Recruitment and Selection process (Recruitment file for job vacancy)	<p>Job applications; name, address, email, NI number, career and school/training history, immigration status, supporting statement, name, and address of referees. Information provided by the individual.</p> <p>Kept in recruitment files in HR Administrator's office, HR email inbox, HR Managers office in locked cabinet.</p>	12 months after appointment made except if the person appointed to the post is a migrant sponsored under the points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a UK VISAs & Immigration compliance officer has examined and approved them, whichever is the sooner.	Destroyed.
HR Department	Diversity and Inclusion Monitoring	Anonymous Age, ethnicity, disability (this data is optional and remains anonymous for equal opportunities monitoring) Not mandatory provided at applicants' discretion. Stored in HR Administrator's	1 year	Destroyed

		office in a locked cabinet and on secure HR electronic folder. Anonymised statistics presented at Diversity and Inclusion meetings		
HR Department	Maintaining an up-to-date Employee record	<p>Within HR data base, time entry system and paper HR file:</p> <p>Personal details, including name, contact details (phone, email, postal, both work and personal), car registration (for the purpose of car park security) and photograph</p> <p>Current and any previous role description</p> <p>Current and any previous contracts of employment and related correspondence.</p> <p>Any occupational health assessments and medical information you have provided, and related work requirements.</p> <p>Training and development qualifications, requests, and requirements.</p> <p>Appraisal records</p> <p>Induction records</p> <p>Records of any investigation or review into conduct or performance</p>	For the duration of employment plus 1 year after leaving. After that a small subset of personal data is retained for up to 7 years after leaving.	Destroyed
HR Department	Maintaining Pay and benefit records.	<p>Within HR database and payroll database to pay employees. Bank details: details of pension scheme, current and previous salary, and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes.</p> <p>Correspondence between employee and the College, and between members and staff of the College, relating to an employee's pay, pension, benefits, and other remuneration.</p> <p>In addition, we maintain records of use or take-up of any benefit schemes provided by us (e.g. eye care and cycle to work and discounts), which we collate and monitor to review the effectiveness of these staff benefits.</p>	For the duration of employment plus 1 year after leaving. After that a small subset of personal data is retained for up to 7 years after leaving Pension-related information including basic salary and job description to be kept for up to 13 years after leaving.	Destroyed

HR Department	HR file (leaver)	Subset of original file: Name, contact details, salary and other earnings, pension and amount paid in tax. Current appraisal records, live warning and/or investigations into conduct; reasons for leaving and any related correspondence. Any references written subsequent to employment ending.	Up to 7 years after last day of employment. Pension-related information including basic salary and job description to be kept for up to 13 years after leaving.	Destroyed. Unless data is required for historical/archive purposes in which case it is stored in permanent archive in the following format: full name and title. job title(s) or College affiliation(s) and the corresponding dates of employment/membership; any awards etc. that may be of historical interest to the College
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IT

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Records of the development, modification and maintenance of major IT systems	Visibility to the team of changes to systems and progress of projects.	What happened to what service and when, version numbers and processes.	Decommissioning of system + 5 years	Destroy
Initial development of major IT systems that are not implemented	To Record the Test Process / Research and Development	What happened to what service and when, version numbers and processes.	Last action towards development + 5 years	Destroy
Development of new, non-major IT systems (usually held as project management records)	To Record the Test Process / Research and Development	What happened to what service and when, version numbers and processes.	Termination of project + 5 years	Destroy
Routine monitoring of IT systems and actions taken to rectify problems	Visibility to the team of changes to systems and progress of projects.	What happened to what service and when, version numbers and processes.	Decommissioning of system + 6 months	Destroy
Software licences	To ensure we are compliant with the licensing we have purchased.	Software versions and names of the software. The device the license is assigned to.	Until superseded by new licence + 6 months	Destroy
Email and connection log data	We do not collect this data	n/a	Date of log + 6 months	Destroy
Web usage log data	We do not collect this data	n/a	Date of log + 3 months (though longer periods may be set by external usage monitoring services)	Destroy
Anonymised summaries of log data	Times and dates of what has happened on the device operationally.	To troubleshoot problems with servers and hardware.	While necessary for reference and future planning purposes	Destroy
Records documenting attempted or actual security breaches of IT systems and action taken	A report on what happened and when, what the remedial works were.	Visibility to the team and lessons learned to prevent future problems.	Last action on breach + 6 years	Destroy
Records documenting extraordinary institutional access to individual user accounts	We do not collect this data	n/a	End of access period + 3 years	Destroy

Development and content of IT training programmes	We do not collect this data	n/a	Until superseded by new programmes + 5 years	Destroy
Logs of requests for assistance from IT system users ('tickets') and action taken	To produce a knowledgebase of ways to resolve problems, track performance of helpdesk staff.	Names and contact details with descriptions of the fault from end users.	Date of closure of ticket + 5 years (though longer periods may be necessary where required for other purposes e.g. security, asset management or disciplinary matters)	Destroy

Library

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Library	Reader record	Full name, address, email, phone number. Data collected by university and stored on university database (ALMA). Homerton Library views and edits data as appropriate.	Indefinitely, until expiry date has passed. Retention policies are University-wide.	Destroyed by University
Library	Access for library door	Names of casual employees and external users; also sent to Porters.	For duration of use of library.	Destroyed
Library	Donor information	Name and details of donation, contact details.	Indefinitely, with donors' permission.	No records retained beyond correspondence period + 18 months if no permission given.
Library	Email correspondence with library@homerton.cam.ac.uk	Any data provided by correspondents, potentially also about 3 rd parties.	18 months, or until correspondence is complete.	Destroyed
Library	Financial Transactions	Purchase orders, purchase invoices, sales invoices, expenses payments, petty cash handling and other transaction records	End of current financial year + 6 years	Destroy – Data shredding
Library	Copyright declaration for scanned items (where staff have provided the scan to a user)	Student name, signature, barcode and email, book/article details.	Permanent	N/A Copyright law requires perpetual retention.

Porters' Lodge

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Porters' Lodge	FMS Cycle Register	Student / Staff details for bikes registered at the College. Data held also includes the make, model and frame number of cycles. Data is provided by owner of the cycle and is stored electronically on FMS.	Retained for the duration of the student's course or staff members employment.	Destroyed.
Porters' Lodge	FMS Parcels & Key Logging Software	All data relating to parcels received and keys loaned is automatically deleted / purged automatically after two years. Data is stored electronically on FMS.	Data automatically deleted / purged after two years	Destroyed
Porters' Lodge	Staff Car Park Permits	Provided by owner / User of vehicle. Hard copy kept in Porters Lodge.	Rolling Programme, details removed when staff leave or change vehicle.	Destroyed.
Porters' Lodge	Incidents	Data collected by Porters of serious incidents involving staff and students that have occurred across the site. Notes recorded on Kx system. Accessible to Porters, Senior Tutor, Dean, Deans Assistant and Health Care Adviser.	For the duration of the student's course. Staff information given to and retained by HR department in line with their retention periods above.	Destroyed. Unless data may be required for health/criminal claims after the student has left Homerton. Data will be transferred on Camsis and held indefinitely.
Porters' Lodge	Pastoral procedures	Data provided by the College Health Advisor. Only used in case of emergency.	Retained for the duration of the student's course or staff members employment.	Destroyed.
Porters' Lodge	CCTV	All movements in front of a camera is recorded for the protection of staff and security of the premises.	28 days.	Destroyed.

Porter' Lodge	PEEPs	We keep 'Personal Emergency Evacuation Plans' for individual students who might have difficulties evacuating due to a disability or injury	For the duration of a student's or delegates residency for a permanent disability. For the duration of recuperation if an injury (temporary PEEP)	Destroyed
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Retired Senior Members Association

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Retired Senior Members Association	Membership information	Name Employment dates at Homerton Career details Activities and interest. Photograph ID	Stored in password-protected systems and secure storage. For duration of membership for as long as information remains relevant or in permanent archive whichever is appropriate.	Destroyed

Safeguarding

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Safeguarding	Record(S) of safeguarding incident/ongoing issue	Name, address contact details of vulnerable individual. Report on incident or on-going concerns. Names and contact details of agencies contacted e.g. Police, social Services, GP and hospital. The information is held by the Safeguarding Team electronically.	As long as it is needed and in line with statutory requirements. For most records this will be for 7 years after completion of studies.	Destroyed

Tutorial

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Tutorial Office	Maintaining student personal details	Current name and any previous names Unique personal identifiers e.g. student number CRDID, date of birth, photography Current and previous contact details Next of kin emergency contact numbers	In permanent archive in Camsis and Camcors Following graduation	
Tutorial Office	Maintaining a formal record of a student's academic progress and achievements	Application details, assessment of application and details of any offers of study made by the College. Records of academic provision, including supervision, examinations, and other academic support Matriculation and graduation details and records of academic qualifications including those prior to becoming a member of the College. Other details of academic progress or achievements e.g. awards and prizes. Record of membership of college committees, JCR, MCR club and societies Awards, prizes and achievements in College or University related activities	Usually permanent Some records, eg invite to interview letter will be destroyed 1 year after the student completes their studies	
Tutorial Office	Maintaining a record of a student's particular personal needs	Details of any disability, illness and any subsequent learning support, social support, and any other support needs Details of any serious risks affecting a student e.g. allergies Arrangements agreed with the student to manage their use of College/University facilities e.g. computing services, sports facilities, libraries etc., including any special requirements linked to health or religious beliefs.	Usually one year after the student completes their studies	Destroyed
Tutorial Office	Maintaining financial records of a student	Sources of funding support and tuition fee liabilities. Financial Guarantees. Records of accommodation liabilities and other related charges e.g. MMC	Up to seven years after the student completes their studies. Some material held by Finance	Destroyed

		Records of any financial support agreed by the university/College e.g. Cambridge Bursary. Copies of accommodation contracts Banking details and transactions College financial account, including balance and transactions. Copies of correspondence relating to any of the above		
Tutorial Office	Maintaining a record of references provided to third parties	Transcripts. Landlord letters. Tutor references	Tutor references and some transcripts – permanently Transcripts which can be easily reproduced through CamSIS to be destroyed at the end of the academic year. Landlord references retained for current and 3 previous years	
Tutorial Office	Maintaining a record of a student behaviour in particular concerns or complaints	Details of any investigations undertaken by the College in conduct or behaviour of students, disciplinary investigations, fitness to study investigations and any complaints made against students. Records of outcomes.	Up to seven years after completion of studies	Destroyed
Tutorial Office	Maintaining a record of any complaints made by students.	Details of any complaints made by students and their outcomes.	Completion of studies + 3 years	Destroyed
Tutorial Office	Maintaining a record of residence	Dates in residence	Current year plus 3 historical	Anonymised
Tutorial Office	Data to enable the college and university to produce statistics and research for internal and statutory reporting purposes	Information relating to Equal Opportunities e.g. nationality, ethnicity, religious and other beliefs, gender, sexuality, age etc. Information relating to known relationships with other members (past or present) of the College/University Information relating to your rights to live, work and study in the UK. Any criminal record that that may affect the status of a student at the University/College.	Held permanently	

Wellbeing Team

BUSINESS AREA	Reason for collecting data	What data is collected and who has requested/provided it?	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
Wellbeing Team	Student with Plans Log	<ul style="list-style-type: none"> • Mental health support plan • Safety plan • Date plan was made. • Student Name • CRS ID • Individual who completed. • Notes regarding ongoing support 	<p>Stored in Wellbeing Shared Drive</p> <p>Retained for up to 3 years after leaving.</p>	Destroyed
External Counselling	Records of student referrals	<ul style="list-style-type: none"> • Student Name • Reason for the external counsellor • Name of external counsellor referred. • Start date of sessions • End date of sessions • Whether the student contacted the external counsellor • Whether an extension was requested • Whether it was granted <p>Electronically</p>	<p>Stored in Wellbeing Shared Drive</p> <p>Retained for up to 3 years after leaving.</p>	Destroyed
Internal Counselling	Records of student referrals	<ul style="list-style-type: none"> • Date • Student Name • CRS ID • Gender • Course • Counsellor referred to <p>Electronically</p>	<p>Stored in Wellbeing Shared Drive</p> <p>Retained for up to 3 years after leaving.</p>	Destroyed
Internal Counselling	Records of student meetings	<ul style="list-style-type: none"> • Student Name • CRSId • Department/course type • Dates of appointments • Anonymised brief process notes of conversation 	Electronic – length of course + 3 years	Destroyed

		<ul style="list-style-type: none"> • Outcome measuring data provided by students 		
Wellbeing Team	Records of contact following Incident report	<ul style="list-style-type: none"> • Date • Student Name • CRS ID • Named Person following up. • Hospital Attended • Referral Made • Notes <p>Electronically</p>	<p>Stored in Wellbeing Shared Drive.</p> <p>Retained for up to 3 years after leaving.</p>	Destroyed
Disability	Record of Students with Disclosed Disabilities	<ul style="list-style-type: none"> • Date • Student Name • USN • Academic Programme • Admit Term • Disability Adviser • College Tutor • Director of Studies <p>Electronically</p>	<p>Stored in Wellbeing Drive.</p> <p>Retained for up to 3 years after leaving.</p>	Destroyed
Mental Health	Medical records of students	<p>Student name, address and date of birth, emergency contact details, Tripos, college year, and matriculation term and year. They may also contain more sensitive information about a student's health and information such as the outcomes of their nursing assessment and any contact they have had with the Wellbeing Team, such as appointments and consultations.</p> <p>Notes, letters, reports, and emails relating to a student's care or about their health, details about their treatment and care, results of investigations and or tests and relevant information from other health professional are also held as are emails relating to a student's care or health.</p> <p>Electronic, on paper or a mixture of both. A combination of working practices and technology are used to ensure information is kept confidential and secure. Records are</p>		Destroyed

		backed up securely. The Wellbeing Team ensures that information held is kept in secure locations is protected by appropriate security and access is restricted to the Wellbeing Team.		
Sharing information with other departments	Students with medical conditions that need to be shared with other departments	With the students consent notification that a student is diabetic, epileptic and or carry an adrenalin auto injector. This information with photo ID is shared with the Porters' Lodge and the Catering Department if a student is diabetic and or carries an adrenaline auto injector; this is so that during a first aid emergency they can be easily identified. If a student is epileptic, this information will be shared with the Porters' lodge.		Destroyed
Safeguarding Log	Record(S) of safeguarding, student complaints, staff grievances, feedback	<ul style="list-style-type: none"> • Type of report received. • Report received. • Date received. • Reference number • Why this policy was used. • Informal/formal • Anonymous/non-anonymous • Complaint: staff/student • Respondent: staff/student • Action • Date Actioned • Outcome • Data of open and closed reports 	Permanently.	N/A