****

**Homerton College Data Retention Schedule 2020 (Review Due: November 2021)**

**Contents page**

**Department/Function Page**

**Library 2**

**Development Office 3**

**Porters’ Lodge 5**

**Conference Office 6**

**Bursary 8**

**HR Department 9**

**Tutorial office 12**

**Safeguarding 15**

**Student Health Advisor 16**

**Retired Senior Members Association 18**

**College Counsellor 19**

**Finance 20**

|  |
| --- |
| **Library**Updated February 2020 |
| **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** | Student Support Documents | Names, contact information and details of any health conditions.Data is circulated from the College Disability Officer. It is held securely in a drive with access only available to the librarian and deputy.  | For duration of student’s course + 6 months. | Destroyed |
| **Library** | Email correspondence with library@homerton.cam.ac.uk | Any data provided by correspondents, potentially also about 3rd parties. | 18 months, or until correspondence is complete. | Destroyed |

|  |
| --- |
| **Development Office** |
| **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 Office** | General correspondence | Full name, age & DOB. DOD if applicable; Employment details; Education; Donations to Homerton and/or other Colleges or University of Cambridge | Permanently  | Where telephone, address, email etc. updated, we would keep a dormant record of previous to ensure they are not accidentally re-added and wipe current information |
| **Development Office** | Event Registrations | Full name, email address, matriculation year, ID number, College, seating preferences, dietary and access requirements | Full name, email address, matriculation year, ID number, College to be stored permanently for alumni; For non-alumni, until the information ceases to be relevant for ongoing relationships. Other information only stored for duration of the event.  | Delete unnecessary information from electronic storage.  |
| **Development Office** | Fundraising solicitation | Telephone appeal: Full name, age & DOB. DOD if applicable; Marital status/relatives/friends; Gift Aid status; Address, phone numbers, email (including previous addresses); Donations to Homerton and/or other Colleges or University of Cambridge; Education; Employment details; anonymity requests (relating to donations) | Permanently. Other information collected during process to be assessed on relevance, purpose, duration etc; if has enduring relevance to core activity and either direct opt in consent by affirmative action or a legitimate interest reason, retain, if not, destroy. | Systematic hard copy to be destroyed, relevant information transferred to electronic database.  |
| **Development Office** | Fundraising solicitation  | Direct mail appeals: Full name; Gift Aid status; Address, phone numbers, email; Donation to Homerton; bank details; anonymity requests (relating to donations) | Electronic – PermanentlyPaper forms – 7 years | Paper forms destroyed at end of period. Financial details for credit or debit cards to be deleted after processing.  |
| **Development Office** | Fundraising relationships | Notes relating to individual fundraising meetings. | Electronic – permanently if alumni; if non alumni, retain for 7 years post relationship, skeleton record to exclude/include in future processes without error.  | Paper forms destroyed |
| **Development Office** | Contact forms and ‘Grad Cards’ | Full name, previous name, address, telephone number, mobile number, email address, professional details (including address and telephone), date of birth, education details, interests (both at College and since leaving), any news (both personal and professional) and their email preferences | Paper forms – until the information is entered onto the database (approx. two weeks)Electronic – permanently  | Paper forms destroyed |
| **Development Office** | Homerton Careers Connections mentoring scheme |  Full name, email address, professional details | Permanently  | Paper forms, if any, destroyed after entering. |

|  |
| --- |
| **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** | Cycle Register | Name of Student and make model frame number of cycle. Provided by owner / student of the cycle. Hard Copy filed in Porters lodge (older bike registrations). Newer bike registrations are now stored electronically on FMS. | 12 months or dependant on course length. | 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 internal mail box (incidents at Homerton). Accessible to Porters, Senior Tutor, Dean, Deans Assistant and Health Care Adviser. | For the duration of the students course.Staff information given to and retained by Personnel 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 students 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. |
|  |  |  |  |  |

|  |
| --- |
| **Conference Office** |
| **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 Office** | New enquiry | Company name, contact address, telephone number, position of individual enquiring. Provided by client.  | If no booking made data destroyed immediately. Stored in client folder if booking moving forward and kineticsLegal requirement period7 years after completion of event. | Destroyed |
| **Conference Office** | Event booking | 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 systemHardcopy for paper fileElectronic client folder on office computersData provided to Finance for invoicing purposes. | Legal requirement period7 years after completion of event. | Destroyed |
| **Conference Office** | College Fellows Make a reservation | Contact emails, Fellows names and titles, personal addresses sometimes for invoicing. Telephone contact information. Stored in Managers office folder for internal business- hardcopy.Kinetics booking systemElectronic folder until invoiced | If no invoice raised data and paperwork destroyed immediately after event.If invoice raised Legal requirement period7 years. Stored in Conference Office and Finance | **Destroyed** |
| **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 no invoice raised data and paperwork destroyed immediately after event.If invoice raised Legal requirement period7 years. Stored in Conference Office and Finance | **Destroyed** |

|  |
| --- |
| **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/injuredPerson reporting incidentDate and time of incidentDescription 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** |

|  |
| --- |
| **HR Department** |
| **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) | Job applications; name, address, email, NI number, career and school/training history, immigration status, supporting statement, name and address of refereesInformation provided by the individual.Kept in recruitment files in HR Administrator’s office, HR email inbox, HR Managers office in locked cabinet. | 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 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 |
| HR Department | Recruitment and Selection process (Recruitment file for job vacancy) | Job applications; name, address, email, NI number, career and school/training history, immigration status, supporting statement, name and address of refereesInformation provided by the individual.Kept in recruitment files in HR Administrator’s office, HR email inbox, HR Managers office in locked cabinet. | 12 month 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 office in a locked cabinet and on secure HR electronic folder. Anonymised statistics presented at Diversity and Inclusion meetings | 1 year | **Destroyed** |
| HR Department | Maintaining an up to date Employee record  | Within HR data base, time entry system and paper HR file:Personal details, including name, contact details (phone, email, postal, both work and personal), car registration (for the purpose of car park security) and photographCurrent and any previous role descriptionCurrent and any previous contracts of employment and related correspondence;Any occupational health assessments and medical information you have provided, and related work requirements;Training and development qualifications, requests and requirements.Appraisal recordsInduction recordsRecords of any investigation or review into conduct or performance | 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. | Within HR database and payroll database in order to pay employee. 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 taxesCorrespondence between employee and the College, and between members and staff of the College, relating to an employee’s pay, pension, benefits and other remuneration.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.  | 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 |

|  |
| --- |
| **Tutorial Office** |
| **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 namesUnique personal identifiers e.g. student number CRDID, date of birth, photographyCurrent and previous contact detailsNext of kin emergency contact numbers | In permanent archive in Camsis and CamcorsFollowing graduation | **Destroyed** |
| 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 CollegeRecords of academic provision, including supervision, examinations and other academic supportMatriculation 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 to College committees, JCR, MCR club and societiesAwards, prizes and achievements in College or University related activities | In permanent archive in Camsis and CamcorsFollowing graduation |  |
| 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 needsDetails of any serious risks affecting a student e.g. allergiesArrangements 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. | Student Graduation or departure plus one year | **Destroyed** |
| Tutorial Office | Maintaining financial records of a student  | Sources of funding support and tuition fee liabilities. Records of accommodation liabilities and other related charges e.g. MMCRecords of any financial support agreed by the university/College e.g. Cambridge Bursar.Copies of accommodation contractsBanking details and transactionsCollege financial account, including balance and transactionsCopies of correspondence relating to any of the above | Completion of studies + seven years in the finance office | **Destroyed** |
| 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. | Student Graduation or departure plus one year | **Destroyed** |
| Tutorial Office | Maintaining a record of any complaints made by a students | Details of any complaints made by students and their outcomes. | Completion of studies + 3 years | **Destroyed** |
| 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/UniversityInformation relating to your rights to live, work and study in the UKAny criminal record that that may affect the status of a student at the University/College. | Held permanently in CAMSIS |  |

|  |
| --- |
| **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 Officer in a locked cabinet  | 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 |

|  |
| --- |
| **[Student Health Advisor](#health)** |
| **BUSINESS AREA** | **Reason for collecting data** | **What data is collected and who has requested/provided it** | **RETENTION PERIOD** | **ACTION AT END OF RETENTION PERIOD** |
| Student Health Advisor | Medical records of students | 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 Student Health Advisor such as appointments and consultations.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.Electronic, on paper or a mixture of both. A combination of working practices and technology are used to ensure that your information is kept confidential and secure. Your records are backed up securely. The Student Health Advisor ensures that information held is kept in secure locations is protected by appropriate security and access is restricted to the Student Health Advisor. The external data processors used have their own security arrangements in place. Rushcliff provide these. Further details can be found here <https://www.rushcliff.com/hosted.php> | Student records are managed in line with the RCN recommendation for the retention of nursing records, currently for a minimum of 8 years. | Destroyed |
| Student Health Advisor | 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.  | For the duration of a student’s studies | Destroyed |

|  |
| --- |
| **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 | NameEmployment dates at HomertonCareer detailsActivities 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 |

|  |
| --- |
| **College Counsellor** |
| **BUSINESS AREA** | **Reason for collecting data** | **What data is collected and who has requested/provided it** | **RETENTION PERIOD** | **ACTION AT END OF RETENTION PERIOD** |
| College Counsellor | Records of student meetings | Student NameCRSIDDates of appointmentsAnonymised brief process notes of conversation | Stored in a card index system. Locked and kept for 3 years | Destroyed |
|  | Student correspondence used when a student wants to intermit for example  | Contents agreed by student and include initials of student ( not their full name) | Electronic – 3 years | destroyed |

|  |
| --- |
| **FINANCE** Updated December 2020 |
| **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 |