Department	Purpose of processing	Types Personal data collected	Retention period
Finance - Insurance	Process insurance claims	Staff/members of the public/student personal details, medical reports, solicitor details & correspondence,	Permanent
Finance - Purchase ledger	Process payment/invoices	Student/Company details, bank details	Current + 6 years
Finance - Purchase ledger	Process payment/invoices	Student/Company details, bank details	Current + 6 years
Finance - Purchase ledger	Process payments	Student/Company details, bank details	Current + 6 years
Finance - Credit Control/Treasury	Take payment	Card details & name	Current + 6 years
Finance - Credit Control/Treasury	Take payment	Card details & name	Current + 6 years
Finance - Credit Control/Treasury	Take payment	Card details & name	Current + 6 years
Finance - Credit Control/Treasury	Take payment	Credit card details	Current + 6 years

Finance - Purchase ledger	Procurement card	Staffs personal details	Current + 6 years
Finance - Credit Control/Treasury	Take online payments	Student details	Current + 6 years
Finance - Credit Control/Treasury	Issue short term loans/emergency funds	Student details/staff	Current + 6 years
Finance - Credit Control	Room allocaton	Student details	Current + 6 years
Finance - Credit Control	Assist in the collection of debt	Student details	6 years after student has left
Procurement	Tenders	Supplier details & terms of contract	6 years after the contract end date
Procurement	Approved suppliers	Supplier name, address, bank details	6 years
Finance - Credit Control	Assist in the collection of debt	Student details	6 years
Finance - Credit Control	Retrieve tuition fee payments	Student information	6 years

Payroll	Required to process payroll	Temp & Perm Employee personal data - employee name, title, Gender, DOB,NI No, Bank Details, Home Address, Tel No, Tax codes, Employee Payroll Deduction, Sickness records, Maternity/Paternity data, Ad-hoc payment claims, Overpayment data	Current + 6 years (except Current + 3 years for sickness & Maternity/ Paternity data)
Payroll	Required to process payroll	Sickness records	Current + 6 years
Payroll	Statutory requirement (tax purposes)	Real Time Information (RTI) data	Current + 6 years
Payroll	Required to process payroll	BACs file processing (staff bank details)	Current + 6 years
Payroll	Required to process payroll	Pension Records/letters	Permanent

Payroll	Required to process P11D Forms	P11D Data - Name, NI No, DOB, Taxable Benefit	Current + 6 years
Payroll	Required to process PSA	PSA Data - Name, NI No, DOB, Taxable Benefit	Current + 6 years
Payroll	Required to process payroll	Childcare Voucher Data	Current + 6 years
Payroll	Required to process payroll	Historical Payroll Data	Current + 6 years