

Personal data records

Department	Purpose of processing	Types Personal data collected	Retention period
Registry	To enrol students and manage their academic progression through to award.	Student personal and contact details (name, date of birth, addresses, academic record, next of kin etc.)	End of registration + 6 years
Registry	Maintain a record of award data	Student name, date of birth, student number, award details and academic transcript.	In perpetuity
Registry	To collect data for statutory submissions (e.g. HESA, SLC)	Student personal and contact details, academic record and (optionally) ethnicity, disability etc.	End of registration + 6 years
Registry	To process requests for mitigation, extension etc., or special requests via the Registry Casework Panel.	Student personal details (name), course details, and details of reasons for the mitigation request (e.g. illness, bereavement, which may contain Special Category Data)	End of registration + 6 years
Registry	To process academic offences information	Student personal details (name), course details, and also details of the offence	End of registration + 6 years
Registry	To process Fitness to Practise cases	Student personal details (name), course details, and also details of the Fitness to Practise case	End of registration + 6 years
Registry	To process DBS cases	Student personal details (name), course details, criminal conviction data and also details of the DBS case	End of registration + 6 years; NMC may have requirements for longer safekeeping (this is being investigated).
Registry	Maintenance of the student record data and its systems	Student record data including name, contact details, student ID, academic progression data and any disclosed special category data	As defined for each record type
Registry	To process archival work/requests for confirmation of study	Student personal details (name), their course and module details, and results (certificates and transcripts)	Request: 1 year (record in perpetuity)
Registry	To process personal data of graduates for professional bodies.	Student personal details (name), their course details, and results	End of registration + 6 years
Registry	To process minutes and paperwork of the University Accreditation Committee (UAC)	Names of committee members and their roles. Paperwork also contains details of students' previous studies and may also contain e.g. copies of original certificates and transcripts, and copies of marriage certificates, to prove name change.	End of registration + 6 years
Registry	To process personal data for the purpose of conferring an award (or prize)	Student personal details (name), course details, and results.	Graduation planning data: 1yr after ceremony. Award data: in perpetuity