

Department	Purpose of processing	Types Personal data collected	Retention period
Student Services	On receipt of an email to the Student Services generic email account, provide guidance and support to potential, current & graduates	Student details and some special categories data	End of registration + 6 years
Student Services	To analyse Hardship forms for students	Student details, sensitive data, 3 month bank statements, copy of childbirth certs, tenancy agreements, pay slips, debtor notices, eviction letters, debt letters etc.	End of registration + 6 years
Student Services	To analyse Scholarship & Bursary forms for students	Student details, payslips, SFE letters	End of registration + 6 years
Student Welfare	To provide guidance and advice to students with Welfare issues	Student details Welfare records	End of registration + 6 years
Volunteering	To credit students with volunteering hours on their HEAR	Student details and history of volunteering	End of registration + 6 years
Volunteering	Offering of Volunteering opportunities to students and record interaction of volunteering work	Student details and history of volunteering	End of registration + 6 years
Careers	To provide guidance on career planning and employment applications	Students details, work and volunteering history	End of registration + 6 years
Careers	To provide guidance on career planning and employment applications		End of registration + 6 years
Careers	To provide guidance on career planning and employment applications	CVs, job applications	3 years from registration
Wellbeing	To provide disability and mental health support services	Student details Disability & MH evidence	End of registration + 6 years
Counselling	To provide counselling support services	Student details	End of registration + 6 years
Placement and Employment Services	To provide support to students undertaking a work placement/internship	Student details	End of registration + 6 years
Placement and Employment Services	To promote employment opportunities through online jobs portal	Student details	End of registration + 6 years
Placement and Employment Services	Student employment within UWL (Talent Bank)	Student details, right to work information	End of registration + 6 years
Placement and Employment Services	Tier 4 Placement Student Monitoring	Student and Employer Information	End of registration + 6 years
Student Advice	To provide Student Advice on SFE, NHS, Tier 4, Benefits, Homelessness support services	Student details financial evidence or any relevant person documentation required	End of registration + 6 years
Student Advice	To provide Student Advice on immigration to support visa application	Student details, passport, photos, financial evidence or any relevant person documentation required	End of registration + 6 years