

Student Affairs Records Retention Schedule

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1 Disability and Wellbeing Administration					
1.1	Student files, student database records and other records containing student information that are held by the Disability and Wellbeing Service	Graduation/termination of student relationship - records are moved into an archive database for 1 year; a disposal record is kept of the student number, the date any records were archived and the date of records disposal	Destroy	Limitation (NI) Order 1989; records are held longer if a student has made a complaint against the Disability and Wellbeing Service	Disability and Wellbeing service
1.2	Student Assessment and Admission Database	End of academic year + 1 year	Review to ensure accuracy	Database used to record all students who have a disability and details regarding their agreed support	Disability and Wellbeing service
1.3	Referrals for one-to-one support for students	Graduation/withdrawal + 1 year	Destroy	Referrals requesting support for individual students	Disability and Wellbeing service
1.4	ISSAs (Individual Student Support Agreements)	End of academic year + 1 year		ISSAs detail registered disability, agreed support and signed declaration	Disability and Wellbeing service
1.5	Student Needs Assessment	Graduation/withdrawal + 7 years	Destroy	Student referrals, medical evidence, signed declarations, DSA (Disability Support Allowance) approval	Disability and Wellbeing service
1.6	DSA (Disability Support Allowance) Eligibility	n/a	Retain	On student's QSIS record	Disability and Wellbeing service; Student Registry
1.7	Student Matchups - matchup documents for support providers to provide agreed support for students	Graduation/withdrawal + 1 year	Destroy		Disability and Wellbeing service
1.8	Student Surveys	End of academic year	Destroy		Disability and Wellbeing service
1.9	Complaints to Disability Services	Resolution of complaint/last action on the case + 10 years	Destroy		Disability and Wellbeing service
2 Student Counselling Service					
2.1	GOS records (created by Inspire, a third party provider of counselling services to QUB) relating to Student Counselling Services including client files, session monitoring and management reports, monthly activity monitoring and weekly 'At Risk' reports	Retained for 8 years	Consider for disposal	All GOS records are monitored, maintained and disposed in line with Inspire's Data Retention and Disposal Procedure (held for 8 years, reviewed and considered for disposal. A disposal log is maintained).	Inspire Students Wellbeing Service

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3 Records relating to the Register of Support Providers					
3.1	Support Provider Folders	Withdrawal of Support Provider from the Register + 1 year	Destroy	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
3.2	Unsuccessful Support Provider Applications Forms	Interview + 1 year	Destroy	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
3.3	Interview Schedules/Letters	End of recruitment process + 1 year	Review	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
3.4	Access NI Spreadsheet Entries	Remove details of the Support Provider after completion of contract or removal from Register	Destroy	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
3.5	Works Records	End of academic year + 3 years	Dispose	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
3.6	Referral spreadsheet	End of academic year + 4 years	Dispose	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
3.7	Register referrals	End of academic year + 3 years	Dispose	Data Protection Act 2018; Freedom of Information Act, 2000; Best practice	Register Manager
4 Needs Assessment Centre					
4.1	Needs Assessments Reports and Reviews	Date of Disabled Students Allowance confirmation + 3 years - review. Graduation + 7 years dispose in line with Service Archive Process.	Review after 3 years of the date of Disabled Student Allowance confirmation and dispose graduation + 7 years	QUB has a Service Level Agreement with the Department for the Economy to run the Needs Assessment Centre	Needs Assessment Manager
4.2	AccessNI applications and Annual Self-Declarations	Review annually from date of recruitment until end of contract	Dispose	QUB has a Service Level Agreement with the Department for the Economy to run the Needs Assessment Centre	Needs Assessment Manager
4.3	Recruitment information regarding Freelance Needs Assessors	Retain for duration of contract	Dispose	QUB has a Service Level Agreement with the Department for the Economy to run the Needs Assessment Centre	Needs Assessment Manager
5 International Student Support					
5.1	Immigration Strategy and Policy Documents, includes any development input	Current year + 6 years	Review	JISC Recommendation	International Student Support
5.2	Student Case Files	Termination of student relationship + 6 years	Destroy	Office of the Immigration Services Commission; JISC Recommendation	International Student Support

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5.3	Student Attendance monitoring	Termination of student relationship + 6 years	Destroy	JISC Recommendation	International Student Support
5.4	CAS - Certificates of Acceptance of Study	Termination of student relationship + 6 years	Destroy	JISC Recommendation - part of student case file	International Student Support
5.5	BRP Cards (Biometric Residence Permits)	Held until collected by student		Student documents - no business need to hold	International Student Support
5.6	PBS Database of visa applications (information downloaded from UKVI SMS system)	End of academic year	Destroy		International Student Support
5.7	CAS Database (information downloaded from UKVI SMS system)	End of academic year	Update		International Student Support
5.8	International Student Events	Current year + 1 year	Review and dispose	JISC Recommendation	International Student Support