Student Accommodation Retention Schedule

The University Accommodation Data Retention Schedule outlines how information related to university housing applications and management is gathered, stored, and eventually removed. The Schedule covers different types of information, including both paper and electronic records. The schedule ensures that important housing records are kept for the right amount of time, allowing the University to effectively manage its housing operations. It's important to follow data protection laws. While it doesn't list every record, the schedule includes key types of records in the University's housing systems, which helps decide how long to keep them.

Definitions: D Con = Destroy confidentially

D = Destroy

	Record	Retention Period	Data Type	Action	Data Format
1	**Records relating to accommodation policy and procedures**				
1.1	Accommodation contract-Records documenting the establishment of formal contractual relationship between institutional accommodation and student.	Termination of contract + 6 years	Contract records & document	D Con	Electronic
1.2	Allocation plan and policy-Records documenting the development and establishment of the institution's accommodation allocation plan and policy for the corresponding year.	Superseded + 10 years	Policy	D	Electronic
1.3	Rents-Records documenting the development and establishment of institution's accommodation rents for the corresponding year.	Superseded + 10 years	Records	D	Electronic

2	**Records relating to residents**				
2.1	Personal details transferred to and held within system	Completion of student's programme plus 6 years	record	D Con	Electronic
2.2	Medical support for an accommodation application	Completion of student's programme plus 6 years	record	D Con	Electronic
2.3	Records documenting the student's application to accommodation provided by institution's accommodation: Successful applications	Superseded by the contract if accepted (see contracts)	application	D Con	Electronic
2.4	Records documenting the student's application to accommodation provided by institution's accommodation: Unsuccessful applications.	Start of current academic year + 1 year	application	D Con	Electronic
3	**Records relating to residents**				
3.1	Records relating to arrival of students/residents	Completion of student's programme plus 6 years	record	D Con	Electronical/Hard Copies
3.2	Records relating to accommodation starter packs	End of academic year plus 3 months	Finance records	D Con	Electronical/Hard Copies
3.3	Records of students/persons in residence	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
3.4	Records relating to movement of students/residents between rooms	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
3.5	Records relating to requests to vacate accommodation	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
3.7	Records relating to departure of students/residents (including withdrawal or interruption of studies)	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
3.8	Records relating to student/tenant communication regarding financial matters	Completion of student's programme plus 6 years	Notes	D Con	Electronical/Hard Copies
3.9	Records of Accommodation payments	Current financial year + 6 years.	forms & records old data base	D Con	Electronic
3.10	Records relating to complaints	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
3.11	Records relating to breach of tenancy	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
4	**Records relating to Health, Safety and Security**				
4.1	Records relating to the use of Emergency Rooms	Completion of student's programme plus 6 years	forms & records	D Con	Electronical/Hard Copies

4.2	Records relating to Personal Emergency Evacuation Plans (PEEPs)	Completion of student's programme plus 6 years	forms & records	D Con	Electronical/Hard Copies
4.3	Fire alarm/Incident reports	End of academic year + 6 years	forms & records	D Con	Electronical/Hard Copies
4.4	Records relating to fire drills held during the contract year	End of academic year + 6 years	forms & records	D Con	Electronical/Hard Copies
4.6	Records of left/lost property	End of academic year plus 3 months	forms & records	D Con	Electronical/Hard Copies
4.7	Records relating to lost key notifications and/or charges (including spare keys)	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
5	**Records relating to cleaning, room inspections, condition, and maintenance**				
5.1	Room Inspection reports	End of academic year plus 3 months	files	D Con	Electronical/Hard Copies
5.2	Room condition forms	End of academic year plus 3 months	files	D Con	Electronical/Hard Copies
5.4	Records relating to maintenance and faults	End of academic year + 2 years	database	D Con	Electronical/Hard Copies
5.5	Records relating to damage/repair notifications	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronical/Hard Copies
5.7	Records documenting the room facilities associated with the contracted room and communal areas. (Inventory)	End of academic year + 6 years	forms & records old data base	D Con	Electronical/Hard Copies
6	**General records related to residency**				
6.1	Records of mail and/or parcels received	End of academic year plus 3 months	forms & records old data base	D Con	Hard copies
6.2	Records relating to bike storage	End of academic year plus 3 months	forms & records old data base	D Con	Electronic
6.4	Records relating to car parking and permits	End of academic year plus 3 months	forms & records old data base	D Con	Electronic
6.5	Electronic communications with residents	Completion of student's programme plus 6 years	forms & records old data base	D Con	Electronic
6.6	Records relating to residence events	End of academic year plus 3 months	forms & records old data base	D Con	Electronical/Hard Copies
6.7	Records relating to event feedback	End of academic year plus 3 months	forms & records old data base	D Con	Electronical/Hard Copies
6.8	Photographs/video and other media relating to accommodation	End of academic year plus 3 years*	Files, forms & records old data base	Review*	Electronic

		*Subject to review. Some key promotional materials may be retained for a further 2 years then destroyed			
7	**Records relating to statistics and software testing**				
7.1	Records relating to Test Environment	Superseded by Live retention	database	D Con	Electronic
7.2	Data used for statistical analysis purposes	End of academic year plus 6 years	files	D Con	Electronic