



Cambridge Muslim College Data Retention Policy

1. Purpose

This document sets out the guidelines for retaining data associated with the College's activities.

2. Scope

This policy covers the storage of data handled by service contractors, employees, and students associated with the College.

3. Principles

- 3.1 Personal data refers to any information which identifies a specific individual, whether student, staff or an individual associated with the College in some other way.
- 3.2 The College fully endorses and adheres to the principles of data protection, as detailed in the Data Protection Act 2018.
- 3.3 The College regards the lawful and correct treatment of personal information as important to successful operations, and to maintaining the trust of those with whom it deals in various capacities.

4. References

- The Open University's Handbook for Validated Awards
- Data Protection Policy
- Confidentiality Policy
- Joint Information Systems Committee (JISC) guidelines on record management
- Data Protection Act 2018
- Information Commissioner's Office

5. Responsibilities

- 5.1. The Data Protection Officer is responsible for ensuring that day-to-day operations comply with the Data Retention Policy, working in collaboration with the IT Officer and Operations Director.

- 5.2. The Data Protection Officer is required to monitor, evaluate and review the effectiveness of this policy according to the College's policy review timetable, considering current good practice and having regard to any applicable law.
- 5.3. Document owners, as specified in the Retention Schedule below, are responsible for storing and shredding their hard copy documents and deleting electronically stored documents in line with the schedule.
- 5.4. Document owners are responsible for the destruction of documents whilst adhering to their responsibility under the Data Protection Policy, and Confidentiality Policy

6. Data Retention Schedule

Below is the schedule for the retention of College data indicating the type of data, responsible owner, retention period and reason for the retention period.

6.1. Governance

Type of Data	Owner	Retention Period	Reason
1. Documents relating to terms of reference, articles of association	Operations Director	Permanent	Legal requirement
2. Documents relating to conducting Trustee meetings and keeping minutes			

6.2. Faculty Board, Academic Advisory Board, Board of Examiners

Type of Data	Owner	Retention Period	Reason
1. Documents relating to terms of reference	Programme Manager	Superseded + 5 years then review for archiving value	Operational information
2. Documents relating to key operating procedures			
3. Documents relating to conducting and keeping meeting minutes			
Documents relating to procedures for programme validation			
4. Documents relating to procedures for administrative tasks in managing a programme			

6.3. Management

Type of Data	Owner	Retention Period	Reason
All strategic level documents (e.g., strategic plans, risk management plans, budget plans)	Operations Director	Superseded + 10 years then review for archiving value	Operational information
Documents relating to policies (e.g., academic regulations, HR policies)	Operations Director	Superseded + 10 years then review for archiving value	Operational information
Documents relating to collaborative arrangements with other institutions	Operations Director	End of partnership + 6 years, then review for archiving value	Legal/contractual

Type of Data	Owner	Retention Period	Reason
(e.g., contracts and formal agreements)			
Documents relating to membership of professional associations and maintenance of accreditation	Operations Director	Termination of membership + 1 year, then destroy	Legal/contractual
Documents relating to Letters of Agreement/MOUs with Partners	Operations Director	Termination of agreement/MOU + 1 year, then destroy	Legal/contractual

6.4. Health and Safety

Type of Data	Owner	Retention Period	Reason
Documents relating to legislative requirements for health and safety	Health and Safety Officer	Permanent	Legal requirement

6.5. Equality and Diversity

Type of Data	Owner	Retention Period	Reason
Documents relating to legislative requirements for equality and diversity (e.g., E&D policy, equality impact assessments)	Equality and Diversity Officer	Permanent	Legal requirement

6.6. Human Resources

Type of Data	Owner	Retention Period	Reason
Documents relating to successful applications for vacancies	Operations Director	Termination of Employment +6 years	Operational information
Documents relating to personal staff files, including contracts, performance reviews, disciplinary issues, grievances, complaints	Operations Director	Termination of Employment +6 years	Operational information
Documents relating to unsuccessful applications for vacancies	Operations Director	Completion of recruitment +6 months	Operational information
Documents relating to reference requests	Operations Director	Last action + 1 year, then destroy	Operational information
Documents relating to entitlements to, and calculations of, Statutory Maternity	Operations Director	Current Tax Year + 3 Years	Income Tax (Employment Regulations) 1993

6.7. Finance

Type of Data	Owner	Retention Period	Reason
Documents relating to financial management (eg accounts, payroll handling, tax arrangements)	Finance Officer	End of current financial year + 6 years, then review for archiving value	Legal requirement
Documents relating to investments	Development Officer	End of current financial year + 6 years, then review for archiving value	Legal requirement
Documents relating to insurance	Director of Operations	End of current financial year + 6	Legal requirement

		years, then review for archiving value	
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6.8. Facilities

Type of Data	Owner	Retention Period	Reason
Documents relating to contracts with suppliers, rental agreements, guarantees and warrantees.	Facilities Manager	Termination of contract/ agreement/ guarantee/ warrantee + 6 year, then destroy	Legal/ contractual

6.9. Student Records

Type of Data	Owner	Retention Period	Reason
Awards and Classifications Documents relating to awards and classifications	Programme Officer	Permanent	Core student record
Transcripts Student Transcripts and Diploma Supplements	Programme Officer	Permanent	Core student record
Core Data Documents relating to core student data (e.g, personal identifiers, assessment results, final award details)	Programme Officer	Permanent	Core student record
Admissions Documents relating to admissions	Programme Officer	Completion of award+ 6 years, then destroy	Core student record
Scripts and Assignments Student examination scripts and completed assignments	Programme Officer	End of presentation + up to 3 years	Operational information
Scripts and Assignments - plagiarism Student examination scripts and completed assignments required for plagiarism purposes	Programme Officer	End of presentation + 5 years	Operational information
Assessment Feedback Documents relating to assessment feedback	Programme Officer	Completion of award+ 6 years, then destroy	Operational information
Feedback Questionnaires Documents relating to questionnaires and focus groups used to monitor impact or measure the performance of activity	Programme Officer	Current year + 5 years then review for archiving value	Operational information
Complaints – informal Documents relating to complaints by students where the formal complaints procedure is not initiated	Programme Officer	Last action on complaint + 1 year	Operational information
Complaints – formal Documents relating to formal complaints by students	Programme Officer	Last action on case + 6 years	Legal/ Contractual
Appeals Documents relating to informal and formal appeals and formal complaints by students	Programme Officer	Last action on case + 6 years	Legal/ Contractual

Type of Data	Owner	Retention Period	Reason
Academic Misconduct - disciplinary outcome Documents relating to academic misconduct with a disciplinary outcome.	Programme Officer	Closure of case/final result issued + 25 years	Legal/Contractual
Student Disciplinary – no charge Documents relating to student disciplinary cases where the student was then cleared	Programme Officer	Last action + 1 year	Operational information
Student Disciplinary - disciplinary outcome Documents relating to student disciplinary cases with disciplinary outcome	Programme Officer	Closure of case/final result issued + 25 years	Legal/Contractual
Student Disciplinary – permanent expulsion Documents relating to disciplinary cases where the outcome is permanent expulsion. (evidence of permanent expulsion if an expelled student attempts to reregister)	Programme Officer	Student Birth +120 years	Core record
References Documents relating to reference requests	Programme Officer	Last action + 1 year, then destroy	Operational information

6.10. Data

Type of Data	Owner	Retention Period	Reason
Documents relating to enquiries, complaints and requests from individuals/organisations external to the institution (e.g, Freedom of Information requests, Subject access requests)	Data Protection Officer	Last action + 6 years, then destroy	Legal requirement
Documents relating to enquiries, complaints and requests made by individuals/organisations external to the institution (non-statutory) (e.g., complaint by resident)	Data Protection Officer	Last action + 1 year, then destroy	Operational information

6.11. Marketing

Type of Data	Owner	Retention Period	Reason
Documents relating to communications with those external to the organisation and the internal handling of related responses (e.g, press releases, marketing campaigns)	Media Officer	Last action + 2 years, then review for archival value	Operational information

6.12. Event Planning

Type of Data	Owner	Retention Period	Reason
Documents relating to the planning of specific activities, with a defined end point.	Event owner	Completion of activity +1 year, then archive. destroy	Operational information

Revision History

Revision Number	Effective Date	Description of Change
00	01 March 2017	New Policy
01	14 October 2021	<ul style="list-style-type: none"> • Updated to reflect 2018 Data Protection Act. • Aligned with new document format. • Record keeping for student data to be retained permanently. • Owner for student data changed to Programme Officer.
02	March 2022	<ul style="list-style-type: none"> • Amended clause 5.4 nd added 5.5 clarifying responsibility of document owner to store and destroy documents