

YUSU Data Retention Schedule

Description of Personal Data	Retention Period	Basis for Retention	Action Following Retention
Student Group Committee Signatories	7 Years after the end of the financial year in which they relate	Financial records in line with Financial Regulations	Shred hard copies, delete data files
New and annual Society set-up & grant applications and Committee records	1 year	Administration of society	Shred hard copies, delete data files
H & S Records (Accident reporting, risk assessments etc.)	Up to 6 years after the date of the last entry	Limitations Act 1980, RIDDOR 2013 (personal injuries may be claimed up to 3 years after the accident)	Shred hard copies, delete data files
Medical Records kept by reason of the Control of Substances Hazardous to Health	40 years	COSHH 1994	Shred hard copies, delete data files
Barrings	Life	Enforcement	Shred hard copy files, delete data files
Society Constitution	Period of ratification	Governing document of the society	Shred hard copies, delete data files
Physio appointment records	Termly	Administration of bookings	Deletion of data files
DBS administration records	1 Year	Administration of applications	Deletion of data files
Transport Booking Administration records	1 Year	Administration of bookings and insurance documentation	Shred hard copies, delete data files
JCRC Committee records	5 Years	Administration of elections and committee records	Deletion of data files
Student Training records (including compliance training i.e. first aid)	3 years or an ongoing relationship through student enrolment with the University	Administration of training records	Shred hard copies, delete data files
Financial records	7 Years after the end of the financial year in which they relate	Compliance with Financial Regulations	Shred hard copies, delete data files
Staff application forms: interview notes (unsuccessful candidates)	12 months from date of interviews	Limitation period for litigation	Shred hard copies, delete data files
Employment records including payroll	Minimum of 6 years from the end of employment.	Compliance with employment law, financial regulations	Shred hard copies, delete data files

		and limitation period for litigation	
Governance records	Indefinitely	Charitable and Company law and regulations	N/A
Advice & Support Centre records	5 years or an ongoing relationship	Administration of ongoing case work	Shred hard copies, delete data files
Membership records	1 year from ceasing to be a member	Administration of membership	Shred hard copies, delete data files