

STUDENT RECORDS RETENTION POLICY

APPENDIX 1 – SUMMARY OF CHANGES TO POLICY (July 2026)

Section	Policy changes made	Department / Team
A.1.1	Application details (central) successful candidates who enrol , updated retention period details	Graduate Admissions and Recruitment (GAR) and Undergraduate Admissions Office (UAO)
A.1.2	Applicant decisions (central): successful candidates who enrol , updated retention period details	Graduate Admissions and Recruitment (GAR) and Undergraduate Admissions Office (UAO)
A.2.1 & A.2.2	Applicant details (colleges): successful candidates who enrol , updated where processed	Colleges
A.3.1	Applicant details (departments) successful candidates who enrol , updated where processed	Departments
A.4.1 & A.4.2	Application details (central) - Amendment of A.4.1 to enhance retention period details and updated where processed	Graduate Admissions and Recruitment (GAR) and Undergraduate Admissions Office (UAO)
A.5.1 & A.5.2	Application details (colleges) unsuccessful candidates; successful candidates who do not enrol , updated where processed	Colleges
A.6.1 & A.6.2	Application decisions (departments): unsuccessful candidates; successful candidates who do not enrol , changes to where processed	Departments
A.7.1	Data in applications system: Application for postgraduate courses not submitted , Updated where processed	Graduate Admissions and Recruitment (GAR)
A.8	Data for applicants for postgraduate courses: surveys, changed sub-category , retention period details updated	Graduate Admissions and Recruitment (GAR)
A.13	Graduate access programmes (e.g. UNIQ+ & Wellcome BVS): unsuccessful candidates; successful candidates who do not enrol , sub-category, retention period details updated and where processed	Graduate Admissions and Recruitment (GAR)
A.14.1 & A.14.2	Graduate access programmes (e.g. UNIQ+ & Wellcome BVS): successful candidates who enrol , sub category, retention period details updated	Graduate Admissions and Recruitment (GAR)
A.15	Graduate access programmes (e.g. UNIQ+ & Wellcome BVS): measuring effectiveness , sub category, data example, where processed details updated	Graduate Admissions and Recruitment (GAR)

A.16	Outreach (undergraduate admissions and graduate admissions): HEAT (Higher Education Access Tracker) , retention period details updated	Graduate Admissions and Recruitment (GAR) and Undergraduate Admissions Office (UAO)
A.17	Outreach undergraduate admissions: Personal data , retention period details updated	Undergraduate Admissions Office (UAO)
A.18	Recruitment and Marketing: Personal data collected in connection with prospective applications to graduate courses , retention period details updated	Graduate Admissions and Recruitment (GAR)
A.19	Recruitment and Marketing: Personal data collected to support graduate marketing activity , retention period details updated	Graduate Admissions and Recruitment (GAR)
B.1 - B.4	Careers, all sections updated	Careers
D.2.1	Assessment marking , updated retention period details	Education Services
D.2.2	Examiner reports , all details updated	Departments
D.5.2	Examinations , where processed and retention period details updated	Proctors' office, Departments and Colleges
D.13	Student Assessment activity and outcomes - updated retention period details	Records after 2007 - Education Services, departments and colleges Records pre-2007 - departments and colleges
D14, D15, D16	Student assessment research students, taught students (submitted work), Submissions Administration , updated where processed and retention period details updated	Education Services
E.1	Student Fees & Funding: Fee administration (including fee schedule) , updated data example, where processed	Fees & Funding
F.4	Disability data , updated purpose and where processed	Student Welfare and Support Services
F.7	Student Support , Updated purpose	Student Welfare and Support Services
I.3	Award Outcomes , retention period details updated	Education Services
1.14	Virtual Learning Environment (Canvas) , updated data example and retention period details updated	Centre for Teaching and Learning
I.18	Fitness to study cases, new retention details inserted	Education Policy Support

If you have any queries with any of the changes made, then please email:

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