

# DATA RETENTION POLICY



establish requirements designed to help staff meet legal obligations relating to document retention.

6 It ensures that non-essential records are destroyed in a consistent and confidential manner in line with the University's disposal schedule. It allows the University to identify what it retains as a permanent record of its activities. The schedule also enables the destruction of those records which have outlived their administrative usefulness and are without significance for the historical or legal record.

### **Procedural approach**

7 The University has a corporate responsibility to maintain its records and record-keeping systems in accordance with the regulatory environment.

8 The University ensures that records for which it is responsible are accurate, and maintained and disposed of appropriately.

9 All University staff who create, receive and use University records hold data retention and records management responsibilities. All members of staff are responsible for ensuring they comply with good data retention principles in their daily working practice, which includes:

- 9.1 The creation and maintenance of accurate and reliable records, where applicable to their role;
- 9.2 Ensuring electronic records are properly maintained and that they capture core information and remain accessible, readable and authentic;
- 9.3 Ensuring the security of records, irrespective of format, and ensuring that access to records is only granted to those who are permitted to view them;
- 9.4 Following guidance provided in the Data Retention Procedures with regard to the retention and disposal of records;
- 9.5 Ensuring records of a sensitive or personal nature are handled appropriately and in accordance with legal requirements;

# Data Retention Policy