

DATA RETENTION POLICY

- 1 The University of Law's Data Retention Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured. This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

2 The University of Law (The University) is committed to managing its records, in whatever format, to minimum agreed standards. This policy establishes how the University will manage its records. It also defines the roles and responsibilities for the creation, storage, access, amendment and disposal of University information. This document provides the policy framework through which this effective management can be achieved and audited.

3 This policy applies to all records created, received or maintained by staff of the University in the course of carrying out their corporate function. These records may exist in printed or digital form.

Responsibility for this policy

4 Ultimate responsibility for the development of clear and effective processes and procedures associated with document retention and the management of records lies with the Executive Management Board.

Key aims and principles

5 The aim of this policy is to consolidate a consistent approach to document retention and management of records across all functions within the University and

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;

9.6 Supporting efficiency by avoiding duplication and only printing emails and electronic records when absolutely necessary.

Responsibility for the provision

10 Responsibility for the implementation of the provision is shared across all staff and functions, both individually and collectively, of the University.

Monitoring and evaluation of the provision

11 Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history

Version	Amended by	Revision summary	Date
V1.0	Academic Registry	Initial drafting	23/01/15
V1.1	Assessments Staff	QA	23/02/15
V1.2	AGQS	Approval	24/02/15
V2.0	Eligibility Officer	Full Review	18/11/15
V2.1	Academic Board	Approval	10/02/16
V2.2	Registry Officer	Change to coding convention	24/03/20
V2.3	Senior Quality Officer	Further naming convention clarifications	26/03/20