

## Mansion Student Record Retention Policy

Mansion Student will only retain your personal data for as long as necessary, for the purposes described in our [Privacy Policy](#). However to satisfy statutory / legal obligations and / or to meet administrative requirements, we may need to retain some of your personal data for a certain period of time.

Generally, we will retain your personal data for six years after the end of your Accommodation Contract. If it is not necessary for us to keep some of the information for that long, we will delete it sooner.

This policy applies to all records, irrespective of the format and medium, and covers paper and electronic records, including emails. We will regularly review the data we hold for you and when it is no longer required it will be securely destroyed.

Mansion Student's Record Retention Schedule sets out how long we will keep each type of record. For more information on retention periods see our [Retention Schedule](#).

If you have any queries regarding this policy or the retention schedule, please contact The Data Protection Officer by email at [dpo@themansiongroup.co.uk](mailto:dpo@themansiongroup.co.uk), or in writing at The Mansion Group Ltd, 1 Oakwood Square, Cheadle Royal Business Park, Cheadle, Cheshire SK8 3SB.

