

## MANSION STUDENT RECORD RETENTION SCHEDULE

Record	Department	Retention Period
<b>Enquiries and Booking</b>		
Details taken during enquiries and <b>NO</b> opt-in	Lettings	3 months
Details taken for bookings but <b>NO</b> contract issues	Lettings	3 months
Details taken during enquiries and bookings and student stays with us	Lettings	End of contract year + 6yrs
Details of students allocated to Nomination /Licence Agreements	Lettings	End of contract year + 6yrs
Records relating to Special Categories of Data e.g. a disability	Lettings	End of the purpose for which it was collected
Records relating to accommodation deposits	Finance	End of contract year + 6yrs
<b>Accommodation Contracts</b>		
Records relating to student residents e.g. cancellations, room moves etc.	Student Administration & Contracts	End of contract year + 6yrs
Details of students allocated to Nomination / Licence Agreements	Student Administration & Contracts	End of contract year + 6yrs
Records relating to Special Categories of Data e.g. a disability	Student Administration & Contracts	End of the purpose for which it was collected
Records relating to complaints referred to Head Office	Student Administration & Contracts	End of contract year + 6yrs
Records relating to student council tax & electoral roll information	Policy & Compliance	End of contract year + 6yrs
Records relating to Student Satisfaction Surveys	Policy & Compliance	Last Action on the Survey + 3 yrs
Records relating to student financial matters	Finance	End of contract year + 6yrs
<b>Health &amp; Safety</b>		
Fire alarm/Incident reports	Facilities Management	End of contract year + 6yrs
Records relating to fire drills held during the contract year	Facilities Management	End of contract year + 6yrs
Health and Safety Incident forms	Facilities Management	End of contract year + 6yrs
Records relating to Personal Emergency Evacuation Plans (PEEPs)	Facilities Management	End of contract year + 6yrs
<b>Hospitality Student Records</b>		
Flat inspection reports	Hospitality	End of contract year + 3 months
Records relating to maintenance and faults	Hospitality	End of contract year + 3 months
Records relating to damage/repair notifications and/or charges	Hospitality	End of contract year + 3 months
Records relating to complaints resolved by Hospitality	Hospitality	End of contract year + 3 months
Records relating to mail and/or parcels received	Hospitality	End of contract year + 3 months
Records relating to car parking and permits	Hospitality	End of contract year + 3 months
Records relating to left/lost property	Hospitality	End of contract year + 3 months
Records relating to lost key notifications and/or charges	Hospitality	End of contract year + 3 months
Records relating to the issue/refund of laundry tokens	Hospitality	End of contract year + 3 months
Records relating to overnight guests	Hospitality	End of contract year + 3 months
Electronic communications with students	Hospitality	End of contract year + 3 months