

ACL Data Retention Rules

Record Description	Legislation	Retention timescale	Where data held
Student Recruitment			
Data collected at marketing events – eg university fairs		Academic year created + 5 years	ACL database/word files
Enquiries from prospective students		Academic year created + 5 years	ACL database/word files
Unsuccessful Applications			
Application form and associated correspondence		Application received + 1 year	ACL database/word files
Successful Applications			
Application forms, offer of place, exemptions, general correspondence	Limitation Act 1980	Completion of studies + 6 years	ACL database/word files
For students who lapse their studies		Last assignment date + 6 years	ACL database/word files

For students who withdraw from the course		Date of withdrawal + 3 years	ACLT database/word files
For students who are accepted for the course but do not commence studies		Date of withdrawal + 3 years	ACLT database/word files
Student Induction			
Review of induction programmes for new students - evaluation		Life of programme + 5 years	KA/OLE?
Student Progression			
Records of modules undertaken		Completion of study + 6 years	ACLT Database/OLE
Supervised practice Documentation	GDPR	Completion of studies + 6 years	ACLT Database
Final transcript, including module results and final award classification	GDPR	Completion of study + 6 years	ACLT Database
Student record of registration of optional modules	GDPR	Completion of study + 6 years	ACLT Database
Student disciplinary or misconduct case files	GDPR	Completion of study + 6 years	ACLT Database
Student Finance			
Financial record and correspondence including suspension for non-payment of fees	Value Added Tax Act 1995	Completion of studies + up to 7 years	ACLT Database/Sage/word files

Programme and module administration			
Class/tutorial lists	GDPR	Duration of programme or module	OLE
Student attendance forms	GDPR	Event + 10 years	ACLT word files
Programme approval forms		Created + 10 years	ACLT (Head of Training)
Programme modification forms		Created + 10 years	ACLT (Head of Training)
Assessments and examinations			
Examination attendance sheet	GDPR	Exam date + 6 years	ACLT word files
Examination mark sheet	GDPR	Completion of programme + 1 year	ACLT (Head of Training)
Application for special examination arrangements/mitigating circumstances	GDPR	Completion of programme + 6 years	ACLT Word files
Requests to view scripts/assessment or exam appeals		Completion of programme + 6 years	ACLT word files
Medical assessments for special arrangements	GDPR	Completion of programme + 6 years	ACLT word files
Request for re-sit	GDPR	Completion of programme + 6 years	ACLT word files
Extension request form (for assessed work)	GDPR	Completion of programme + 6 years	ACLT word files

Assessed work including assignments	GDPR	Completion of programme + 1 year	ACLT (Head of Education)
Examination scripts	GDPR	Completion of programme + 1 year	ACLT paper storage & dropbox
Examiners' notes	GDPR	Completion of programme + 1 year	ACLT (Head of Education)
Examiners' reports and responses	GDPR	Completion of programme + 1 year	ALCT (Head of Education)
Minutes of Panels and Boards of Examiners		Academic year created + 6 years	ALCT (Head of Education)
Agendas of Panels and Boards of Examiners		Academic year created + 6 years	ALCT (Head of Education)
Conferment of student awards			
Pass lists	GDPR	Permanent	ACLT Database
Cup Records		Permanent	For Permanent Preservation