



General Data Protection Regulation

GDPR Retention Schedule

Jesus College has determined its retention periods taking account of the following factors:

- The general approach to retention adopted by the University of Oxford;
- The College's business needs;
- Legislative requirements, such as accounting and employment law;
- The operational limitations faced by a college, such as ours, with limited people resources. The adoption of standardised periods allows for review and disposal of data during the Summer vacation or other times in the year when staffing can be available more easily to ensure compliance with our retention policies.

Retention periods for specific items of personal data are included in the Records of Processing Activities on the data protection section of the Jesus College website. In determining these, the College has had regard for the following general principles:

1. **Sensitive personal data** is retained until one year after the end of the academic year following leaving office or the cessation of employment or study, subject to the need to extend this beyond that date for specific circumstances in order to comply with statutory or accounting requirements;
2. **Short term records**, for example relating to the management of events, are retained until the end of the academic year in which the creation of the record took place, subject to the need to extend this beyond that date for specific circumstances in order to comply with statutory or accounting requirements;
3. **Admissions records** for unsuccessful applicants or applicants who do not enrol are retained for one year after the end of the relevant application cycle. Some records for successful applicants are retained permanently as part of the College's archive; the remainder is retained for six years after the end of the academic year when they cease to be a registered student;
4. **Records relating to the Principal, Fellows and students** are retained permanently in the College's archive. Related financial information will be deleted one year after the end of the year following departure from office or the cessation of employment or study, except where legislation requires retention for a longer period or where financial information needs to be retained for other specific purposes, such as where any outstanding financial obligation has not been met;
5. **Records relating to all other staff**, are retained until seven years after the end of the year following the cessation of their employment except where legislation requires retention for a longer period or where financial information needs to be retained for other specific purposes, such as where any outstanding financial obligation has not been met;

6. **Other operational data** is retained until the end of the academic/financial year following the end of employment, SCR membership, a period of study or a contract for works, subject to any need to extend beyond that date in order to comply with statutory or accounting requirements;
7. **Supplier and client records** are retained for the duration of the supplier/client relationship or potential future supplier/client relationship or as required for VAT or other legislative requirements, if longer. Normal requirements are for these records to be retained for a period of six years from the date when they were generated for compliance purposes, unless there is compelling justification for the data to be retained for a longer period, for example in connection with legal advice, or in relation to auditing obligations.

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