

GLOBAL RECORD RETENTION

Department	Purpose of processing	Types Personal data collected	Retention period
International	International Admissions Files: unsuccessful applicants	Application, financial details, passport	End of Registration + 1 year
International	Enrolled applicants	Application, passport, interview	End of Registration + 1 year
International	Unsuccessful applicants	Application, passport, interview	End of Registration + 1 year
International	Outgoing Staff and Traineeship Mobility Files and Agreements	Application, financial details	5 years from date of closure of applicable Grant Agreement
International	Staff Loan Applications	Application, financial details	3 years from the award year in which the student last attended
International	Prospectuses and Promotional Materials	n/a	Destroy once superseded
International	Agents and Due Diligence Contracts	Due Diligence Forms, References	Destroy once superseded
International	Recruitment Visits	Next of Kin and Emergency contact details	End of visit for file copy and electronic archive

