



**UNIVERSITY
OF HULL**

Data Retention Policy

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Summary:	This document outlines the University's policy on the retention of information and the necessary disposal.
Scope:	This policy applies to all University members
Collaborative provision:	
Assessment: (where relevant)	
Consultation: (where relevant)	
Relevant legal frameworks:	
Related documents:	'Data Protection Policy' 'Information Security Policy' 'Data Classification Policy'
Published locations:	
Document Communication and Implementation Plan:	Published on Website and SharePoint

1. Introduction:

1.1

The University of Hull acknowledges that appropriate record creation and management is essential for effective administration and to meet strategic aims and objectives, to provide evidence of the transactions and activities of the University and to enable it to comply with its legal and regulatory obligations.

1.2

This policy applies to all University records; that is records created, received or maintained by the University in the course of carrying out its business, including the carrying out of research and the fulfilment of compliance with any regulatory requirements.

1.3

A small proportion of the University's records may be selected for permanent preservation in the University archives to be available for historical research and to give a lasting record of the University's business.

2. Responsibilities

Directorate and Heads of Schools or their nominated representatives are responsible to the Deputy Vice Chancellor for the implementation of this policy within the University of Hull.

The Information Compliance Department is responsible for drawing up guidance for good records management practice and promoting compliance with the policy.

Directorate and Heads of Schools of the University are responsible for promoting best practice and facilitating good communication between their area and the Information Compliance Department in support of this policy.

All members of staff are responsible for following this policy and for ensuring that they create accurate records that document the actions and decisions for which they are responsible, and maintain those records in accordance with the standards laid down in this document. This includes storing records appropriately and securely, It also includes identifying obsolete records and disposing of them in an appropriate and, if necessary, an auditable manner. This policy applies to all records created, received or maintained by staff in the course of carrying out their duties, or by researchers engaged on internally or externally funded projects.

Where relevant, other parties, including students, contractors, consultants and visitors should be made aware of their responsibilities under this policy.

3. Aims and objectives

Good Records Management will result in the following:

- Records will give accurate and relevant information on the University's transactions.
- Records will be authentic, reliable and integral.
- Records will be stored within suitable filing systems, to enable easy retrieval and avoid unnecessary duplication.
- Access to records will be balanced with security appropriate to their level of confidentiality and importance.
- Records will be retained for the correct length of time, and disposed of appropriately in line with the University Records Retention Schedule.

This in turn will enable the following benefits:

- The University will retain those records required by law, in particular records relating to financial and environmental concerns, health and safety and contractual agreements. It will be able to meet its obligations under the General Data Protection Regulations 2018, Data Protection Act 2018 and the Freedom of Information Act 2000.
- The University's records will provide evidence and information about policies and compliance, transactions, interaction with stakeholders and rights and obligations of individuals and organisations.
- Good records management will result in more efficient working practices, for example quicker retrieval of records, ensuring that staff can identify the most up-to-date and accurate information.
- The University will be better prepared in terms of business continuity and will be able to demonstrate previous compliance with correct procedures.
- Storage space, both physical and electronic will be freed up.
- Records with continuing historical value or interest to the University and the wider world will be retained and preserved.

4. Relationship to existing policies

This policy should be used in conjunction with other relevant University policies and documents including; but not limited to:

- Data Protection and Freedom of Information Policies
- University Records Retention Schedule (Appendix 1)
- Information security policy
- University Classification Policy

Directorate and Heads of Schools should also ensure their records comply with any external guidelines, policies or legislation, including but not limited to:

- Data Protection, Freedom of Information and Environmental Information Acts
- Requirements of the research councils, ERDF, other funders of research
- Requirements of any audits

5. Implementation and resources

Directorate and Heads of Schools will implement practices to ensure compliance with this policy, and review them regularly. It is the responsibility of the information owner to ensure that good housekeeping practices are undertaken to ensure the accuracy and relevance of information assets that reside on the University servers.

It is strongly advised that any personal or residual information or data that has no value or is no longer required for University purposes should be removed from the relevant drives and servers on a regular basis, at least annually.

Retention and disposal of records will be governed by the University Records Retention Schedule. The schedule provides a list of the types of records produced by the University, and details of the length of time that they should be retained to meet operational and regulatory requirements.

It assigns staff responsibilities for the management of records, and provides the rationale for the recommended time periods, with details of any legislative or archival value considerations.

Paper records held should be reviewed at the correct time and, if confidential, disposed of using the confidential waste disposal. Non confidential information can be disposed of by a non-cross cutting shredder. Electronic records should be deleted, ensuring that all versions and copies are destroyed.

6. Contacts

Any queries or proposed amendments should be referred to the Information Compliance Department at dataprotection@hull.ac.uk
Further information and links to other relevant contacts can be found on the Information Compliance SharePoint page.