

# St Catherine's College

## GDPR Retention Schedule

The College has adopted a scheme for retention periods which takes account of the following factors:

- the general approach to retention adopted by the University of Oxford,
  - the College's business needs,
  - legislative requirements,
  - the operational limitations faced by an institution with constrained resources. This last factor primarily underlies the adoption of standardised periods allowing for review and disposal during the Summer Vacation or other given times in a year when staffing can be best dedicated to ensuring compliance with our retention schedule.
- 1 [Operational Data](#), for example car park permits, is retained until the end of the Summer Vacation 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)
  - 2 [Sensitive personal data](#) is retained until one year after the end of the Trinity Term following leaving office or the cessation of employment or study (subject to any need to extend beyond that date in order to comply with statutory or accounting requirements)
  - 3 [Short term records](#), for example, relating to the management of events, are retained until the end of the Summer Vacation at the end of the year in which the creation of the record took place (subject to any need to extend beyond that date in order to comply with statutory or accounting requirements).
  - 4 [Admissions records \(as specified\)](#) are retained until the October falling one year after the end of the relevant application cycle
  - 5 [Records relating to the Master, Fellows and students](#) are to be retained permanently in archive. Financial information will be deleted one year after the end of the Trinity Term at or following leaving 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 or until any outstanding financial obligation has been met. See treatment of sensitive data in 2 above.
  - 6 [Records relating to all other staff](#), are retained until 7 years after the end of the Trinity Term following the cessation of their employment except where legislation requires retention for a longer period or where financial information needs to be retained until any outstanding financial obligation has been met. See treatment of sensitive data in 2 above.
  - (5 or 6 [Records relating to Master, Fellows or other staff](#). This entry relates to classes of data which relate to all staff. The retention period and arrangements will be as in 5 or 6 above.)
  - 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.

- 8 These records will be retained for a period of 6 years from the date 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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