Background

Archiving and deletion of data held within the University’s student records system (SITS) is required to meet Data Protection Act and to optimise the performance of the system by minimising the data held within it. In accordance with the University’s Records Management policies, data that is required to enable the University to function effectively and support its operations can be retained for a specified period of time or, in some cases, indefinitely.

Backup

Backup of data contained within SITS is included in the Computer Centre's general policy relating to the retention of backup copies of key Brunel data, in order to restore service following system failure. In the case of SITS, the principal backup is a monthly full backup (retained for 185 days), augmented by daily incremental backups. Please note that these backups cannot be used for version control/reversion.

Data Retention

Enquiries

Where a person enquires regarding a course at the University, records are created within SITS. All enquirer records are deleted after the end of the Admissions cycle plus three years. All enquirer records would be removed regardless of whether the enquirer enrolled. This is due to the limited amount of data held on these records and their limited use in reporting. Prior to undertaking the deletion, a skeleton non-personalised dataset of the University’s enquiries is taken in order for the University to produce trend analysis data.

Clearing

Where a person applies through clearing to study a course at the University, records are created within SITS. All clearing records are deleted in the week prior to clearing the following year. All records will be removed regardless of whether the applicant enrolled.

Applications

Where a person applies to study a course at the University, records are created within SITS. All records relating to an applicant (where the applicant did not enrol or re-apply) are deleted after the end of the Admissions cycle plus three years (e.g. on 30 Sept 2012 all records prior to 30 Sept 2008 are deleted). A skeleton non-personalised dataset of the University’s previous year’s applications is taken in order for trend analysis data to be produced. Where
the applicant enrols at Brunel University, their application records are actioned as outlined in the ‘Students’ section below.

**Students (Taught Programmes)**

Where a person enrols to study a course at the University, records are created within SITS. Student records are kept (in the ‘Live’ system) for **seven years** after the student’s end date. This applies both where a student completes their programme of study and where they do not. After seven years, the student’s superfluous records are deleted and the data required to accurately recreate transcripts are archived. No other letters are retained. Records for students whose end date is over seven years ago but have not, as yet, attended a ceremony (where eligible to do so) are not archived. The HESA return is used to provide the non-personalised dataset of the University’s enrolled students; therefore no additional dataset is generated as part of archiving.

**Students (Postgraduate Research)**

Where a person enrols to study a Postgraduate Research course at the University, records are created within SITS. Student records are kept (in the ‘Live’ system) for **ten years** after the student’s end date. This applies both where a student completes their programme of study and where they do not. The retained records are as per the ‘Students’ section above.

**HESA/HESES**

All records related to HESA/HESES are kept in the system for an indefinite period.

**System**

This includes SITS system, or background, tables that collect data on how the system has performed, been accessed and updated. Additionally, many of the SITS programs that process the data within it produce new records to ensure a robust audit trail and comprehensive ‘student record’. Where the data cannot be deleted as part of daily housekeeping routines – and it does not fall into the above (Enquires, Applicants or Students) – it will be deleted on an annual basis.
Retrieval

 Archived data can be returned to the ‘Live’ system at the point of a subsequent enquiry, application or as required.

 Where a student’s records have been archived, staff can request that the records are restored from archive by SITS (Data Management) via the eVision Staff Portal. Restored records will be re-archived when the archiving process is next run.

 Timeline

 The processes to deliver the Data Retention aspect of this policy will be undertaken in the first working week of a new calendar year. This is before teaching commences and therefore mitigates impact to the student in terms of system performance. It also ensures that the data management routines in place to support the University’s registration and enrolment processes and HESA Student Return submission are complete.