

Student Data

Retention period:

- 7 years after end of relationship for non-European project funded students.
- European Funded students:
 - 2007-2013 Investing in Recovery programme: 31/12/22 (requires review from ESF team before final deletion)
 - Current ESF project: 31/12/30

Student data includes:

- Course applications
- Finance application details
- Fees data
- Student Records timetabling and absence
- Module/unit registrations
- Course enrolments
- Forms completed on UHI Records
- Personal characteristic data
- Address and contact details
- Student support plans
- Generated correspondence and uploaded documents
- Awards

End of relationship is defined as the last meaningful contact with the institution which may be, depending on the student circumstances:

- Clearing of student debt where a debt exists,
- Award
- Enrolment
- Successful application to a course- but did not start the course.

Direct applications will be removed annually, and an anonymised applicant statistical report will be made available to staff before data is removed.

Technical Data

Retention period: 90 days

Technical data is captured when student or staff perform activities in UHI Records or SITS client and when people attempt to log into the system. These can include details such as:

- IP address
- Browser type
- Dates of activities
- Programmes accessed

- Transaction details

Staff Data

Retention period: 80 years

Staff records (PRS) records are held for 80 years from the last updated date held in the system. Once a staff member has left the personnel record will be set to “not in use” and reduced to a skeleton record of just name and ID.

SQA return data

Details of interactions between UHI and partners and SQA are held in several auditing tables. Data within these tables will be removed annually in agreement with partners.

Cut-off date

Archiving activities will be based on a cut-off date of 1st November each academic year.

Once data has been removed from SITS a transcript will be available for the student on the University’s archiving solution. Access to the archiving solution is limited to a few named individuals at each of the partners.