Careers and Employability Records Retention Schedule

Careers and Employability is a service that connects with several stakeholders, including:

- prospective students considering enrolment at Keele University;
- students enrolled at Keele University for a foundation, undergraduate or postgraduate course;
- graduates and alumni of Keele University
- colleagues at various partner organisations, locally, nationally and internationally, looking to work with us and find out about our service.

Purpose of Retention Schedule

A Retention Schedule documents the length of time records should be retained to comply with legal and regulatory requirements, balanced with the operational requirements of the University.

The Schedule describes:

- The record
- Examples or descriptions of what makes the record
- The maximum retention period
- The recommended disposal action
- Supporting comments

This information is presented in the following format:

1. Name of document			
Description	**Retention Period**	**Action**	**Comments**
Examples or descriptions	*The maximum retention period*	*The recommended disposal action(s).*	*Supporting comments*

Retention periods are independent of format and therefore can be applied to any medium whether paper or electronic.

This document outlines the maximum length of time we will retain identifying information (the retention period) for as a service, in both physical and digital files, to comply with General Data Protection Regulations (GDPR). Records can be retained for a shorter period, but must not be kept for longer than the maximum period

This schedule follows University guidance for retaining records, as outlined in the [Keele University Records Retention Schedule](#), which, for student data, recommends retention for a period of 6 years following the end of the student's relationship with the university – typically, this is when the student graduates. The decisions to retain information for the periods set within the Careers and Employability Records Retention Schedule have been made in line with this guidance and in line with the service providing core tasks as part of a publicly supported university.

For the purposes of this retention schedule, "Employer" refers to colleagues at organisations that have contacted or engaged with us to work with our service, even if they have not actively recruited for or employed our students/graduates.

Disposal of Records

At the end of a designated retention period, appropriate action should be taken against the record as outlined in the retention schedule. These will be:

- **Erasure** – The record can be disposed of using an appropriate method. This may be 'delete' for electronic records, or disposed of in the appropriate waste-bin for nonconfidential records. All confidential records, including those containing personal or financial information should be disposed of by shredding where possible and through the confidential waste system in all cases.
- **Anonymisation** – Where there is a need to keep non-identifying information for reporting purposes, all records that reach the end of the retention period will have personal and identifying information removed.

Records Retention Schedule

1. Employer records			
Description	**Retention Period**	**Action**	**Comments**
Personal or identifying data of employer contacts submitted to and entered into CareerHub.	Information entry or last log in (whichever is most recent) + 3 years.	Erasure of contact record.	Contacts can be removed on request by e-mailing careers@keele.ac.uk or by deleting their own profiles.
Personal or identifying data of employer contacts retained in staff members' e-mail inboxes.	Date of e-mail + 3 years.	Erasure of all e-mail correspondence.	Contacts can request erasure of their e-mails sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data of employer contacts retained in Google Documents/Sheets/Forms.	Date of record + 3 years.	Anonymisation of record for reporting purposes – all identifying information is removed.	Personal information can be anonymised sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data of employer contacts retained in paper/physical format.	Date of record + 3 years.	Erasure of all documentation.	Contacts can request erasure of any paper/physical records sooner than the retention period by e-mailing careers@keele.ac.uk.

2. Student records			
Description	**Retention Period**	**Action**	**Comments**
Personal or identifying data of students processed in CareerHub.	Date of student's graduation ceremony + 3 years.	Anonymisation of record for reporting purposes – all identifying information is removed.	Students need to contact dpo@keele.ac.uk to find out more – once graduated, they can be anonymised by request sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data retained in staff members' e-mail inboxes.	Date of student's graduation ceremony + 3 years.	Erasure of all e-mail correspondence.	Students can request that we delete their e-mails sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data retained in Google Documents/Sheets/Forms.	Date of student's graduation ceremony + 3 years.	Where possible, anonymisation of record for reporting purposes – all identifying information is removed. Erasure of the file containing personal information will be implemented where anonymisation is not possible.	Students can request that we anonymise their record sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data of retained in paper/physical format.	Date of student's graduation ceremony + 3 years.	Erasure of all documentation.	Students can request that we delete any paper/physical records sooner than the retention period by e-mailing careers@keele.ac.uk.

Date published: May 2018; Date of next review: August 2018

3. Graduate records			
Description	**Retention Period**	**Action**	**Comments**
Graduates' personal or identifying data retained in and updated in CareerHub.	Date of graduate's graduation ceremony + 3 years.	Anonymisation of record for reporting purposes – all identifying information is removed.	Graduates can be anonymised by request sooner than the retention period by e-mailing careers@keele.ac.uk.
Graduates' personal or identifying data retained in staff members' e-mail inboxes.	Date of graduate's graduation ceremony + 3 years.	Erasure of all e-mail correspondence.	Graduates can request erasure of their information sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data retained in Google Documents/Sheets/Forms.	Date of graduate's graduation ceremony + 3 years.	Where possible, anonymisation of record for reporting purposes – all identifying information is removed. Erasure of the file containing personal information will be implemented where anonymisation is not possible.	Graduates can be anonymised by request sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data of retained in paper/physical format.	Date of graduate's graduation ceremony + 3 years.	Erasure of all documentation.	Graduates can request that we delete any paper/physical records sooner than the retention period by e-mailing careers@keele.ac.uk.

4. Prospective student records			
Description	**Retention Period**	**Action**	**Comments**
Prospective students' personal or identifying data retained in and updated in CareerHub.	Date of last communication + 1 year.	Anonymisation of record for reporting purposes – all identifying information is removed.	Prospective students can be anonymised by request sooner than the retention period by e-mailing careers@keele.ac.uk.
Prospective students' personal or identifying data retained in staff members' e-mail inboxes.	Date of last communication + 1 year.	Erasure of all e-mail correspondence.	Prospective students can request erasure of their information sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data retained in Google Documents/Sheets/Forms.	Date of last communication + 1 year.	Where possible, anonymisation of record for reporting purposes – all identifying information is removed. Erasure of the file containing personal information will be implemented where anonymisation is not possible.	Prospective students can be anonymised by request sooner than the retention period by e-mailing careers@keele.ac.uk.
Personal or identifying data of retained in paper/physical format.	Date of last communication + 1 year.	Erasure of all documentation.	Prospective students can request erasure of their information sooner than the retention period by e-mailing careers@keele.ac.uk.

Date published: May 2018; Date of next review: August 2018