**Long Term - Indefinite Retention**

* In order for the Alumni Relations and Development Office to cement its commitment to good data governance, indefinite retention of some alumni and supporter information is required. This will help us to ensure that your alumni experience is the best it can be and we are managing your data in the best possible way.
* This will include:
	+ Biographical information (including but not limited to Full Name, Date of Birth and Contact Information)
	+ Qualification information (Including but not limited to Qualifications Obtained, Student Achievements and Society/Club Membership)
	+ Support information (Including but not limited to Donations, Volunteering and other support methods as a student and an alumnus)
	+ Correspondence history (Including but not limited to all correspondence between alumni and the University).
* Alumni and supporters of the University will receive requests to update their personal details every six months to ensure accuracy and integrity of information we hold.
* Deceased alumni and supporters are marked on the records system as such so that no future correspondence is attempted.

**Short Term – 6 Year Retention**

* As there is a legal (and in some cases, contractual) requirement to keep certain records and data relating to payments for services, e.g. event payment, donations, tax declarations for 6 years after the activity/ transaction has been completed, the University will retain this information on record in a short term capacity (which equates to six years retention).
* As such, following the six-year period, financial and legally binding records of this nature will be removed or destroyed as per the University data protection policy.

**Operational – Three Year Retention**

* Given the ongoing nature of the relationship between alumni and supporters of the institution and University, it is also necessary for us to record information to better segment our correspondence to individuals to give a tailor-made experience.
* As such, data relating to alumni and supporters as service users as well as day-to-day administration, third party information and related attributes of an individual (which is not required for the function as listed as part of the Long Term Retention Process) will be kept for a period of three years unless stipulated by the individual. In this case, we will hold the information as part of their core record, which will be kept indefinitely.
* This is inclusive of, but not limited to information such as employment information and personal/professional achievements.