

Function – Advancement (v1 – June 2019)

Responsible Person – Vice Principal and Pro-Vice Chancellor (Advancement)

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Alumni Database records	Until alumni requests to be removed	Destroy	Unless otherwise requested, the alumni's name and a note confirming that they no longer wish to be contacted will be recorded.
Records relating to funding applications	Permanent record of successful and unsuccessful funding applications will be retained	Destroy	In order to make applications to Trusts and grant providers we need to be aware of the history of applications (cooling off periods)
Records relating to engagement with alumni and external stakeholders	For the lifetime of the relationship or until the individual asks to be removed from our records	Destroy	Unless otherwise requested, the alumni's name and a note confirming that they no longer wish to be contacted will be recorded.
Register of gifts and hospitality received by individual members of staff	10 years from register entry date	Destroy	
Records relating to the processing of donations	Record of donation – permanent record All other records - 7 years after final donation paper received	Destroy	

Records relating to the organisation of alumni events (including invitation lists)	Until 10 years after the event	Destroy	1 copy of event programme retained in archives
Alumni online portal records	Until the alumni unsubscribes	Destroy	Unless otherwise requested, the alumni's name and a note confirming that they no longer wish to be contacted will be recorded.
Records of alumni surveys on university activities	Until the alumni requests to be removed from our records	Destroy	