

Function – International Centre (v1 – June 2019)

Responsible Person – Head of International Student Recruitment

<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
Records and contractual documentation relating to Erasmus+	7 years from end of 7 yr cycle (1st cycle ends 2021)	Destroy	
Records documenting approval or non-progression of TNE partnerships	5 years	Destroy	
Records documenting active, potential and withdrawn agents	6 years	Destroy	
Records of potential students and their fields of interest	3 years	Destroy	
Records of student/staff consent to using images for marketing purposes	5 years	Destroy	
Records documenting scholarship application and award/decline (internal)	5 years	Destroy	
Records documenting scholarship application and award/decline (external)	7 years	Destroy	