

Function – Student Services (v2 – September 2021)

Responsible Person – Head of Student Services

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Student records including applications to Discretionary, Childcare and Trust Funds each year.	7 years	Destroy	
Records of students 'interaction with the service, including emails, appointments, evidence and case notes.	7 years	Destroy	In line with OISC (Office of the Immigration Services Commissioner) for International Student Support case notes