

Function – Student Services (v2 – September 2021)

Responsible Person – Head of Student Services

<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
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