

STUDENT RECORDS RETENTION POLICY

APPENDIX 1 – SUMMARY OF CHANGES TO POLICY

March 2025

Section	Policy changes made	Department / Team
A	Admissions section (A) updated to include pseudonymised records held indefinitely in data warehouse.	Student Records (SR)
A.1.1	Add in extra statement in retention period and third parties' columns.	Graduate Admissions Office (GAO)
A.4.1, A1.1	Amendment of A.4.1 and A.1.1 to specify that UCAS personal statements and references are not held beyond the admissions cycle.	Graduate Admissions and Recruitment (GAR) and Undergraduate Admissions Office (UAO)
A.16	Amendment to retain data on outreach students who have given permission to track, but have incomplete records, from 5 years to 7 years. <i>Students who have given permission to track but don't have a complete record will be deleted 7 years after their record was first created.</i> <i>At annual review, students who have not given their permission to track will be deleted 7 years after their record was first created.</i>	Undergraduate Admissions Office (UAO)
C.2	Amendment to retain hard copy matriculation lists for 4 years following matriculation.	Student Records (SR)
D.3	Change to systems where exam papers are archived from OXAM to Exam Paper Archive	Exams and Assessments
D.13, I.3	Change from Policy and Guidance for examiners to Examinations and assessment framework.	Education Policy Support (EPS)
D.14, D.15, D.16	<i>Change Pending</i> - with Education Committee to confirm the policy and response to the change on retaining assessed work from 6 months to 5 years.	Education Policy Support (EPS)
D.2.2	Addition to cover examiners reports, new row added.	Graduate Admissions and Recruitment (GAR) and Undergraduate Admissions Office (UAO)
E.6	Change to third parties column.	Student Fees and Funding (SFF)
F.4, F.7, J.2, J.3	F.4, F.7, J.2, J.3 - minor edits to improve accuracy.	Student Welfare and Support Services (SWSS)
I.14	Updated to clarify that the Canvas user account is soft deleted at the same time as the SSO expiry.	Canvas Product Team
I.18	Addition of Section I.18 to cover fitness to study cases.	Student Welfare and Support Services (SWSS)

J.3	Change Sexual Harassment and Violence data retention period from indefinitely to 35 years.	Student Welfare and Support Services (SWSS)
Retention Record Owner column	Updating Student Registry to be Education Services following restructure and change Jackie Hoyle's job title from Director of Student Registry to Deputy Registrar.	Student Records (SR)
Various: Admissions, Course, Exams and Assessments	Various text changes to update to latest information.	Graduate Admissions Office (GAO)

If you have any queries with any of the changes made, then please email:

headofstudentrecords@admin.ox.ac.uk