

Records Retention Schedule for Scholar User Data

A retention schedule states how long different record series need to be retained for business and accountability purposes before disposal. Heriot-Watt University retention schedules are 'procedures' under the University's Information Governance and Records Management Policy as they support the Policy's implementation. The University's retention schedules are linked to the JISC business classification scheme, which describes and classifies HEI functions and activities. Retention periods are based on the function and activity that created the records rather than the format or content, and (where applicable) are based on record retention recommendations made by JISC.

The retention periods in this schedule apply to the 'lead' copy (sometimes also referred to as the 'single source of truth', 'master', 'original' or 'golden copy'). All other copies are reference copies and have only temporary value. Reference copies should be disposed of as soon as they are no longer needed for reference. This retention schedule does not apply to 'transitory information'. Transitory information is defined in the Information Governance and Records Management Policy.

Each retention period comprises:

'Disposition action': D = destroy (e.g. permanently delete or shred); A = transfer to the University Archive for permanent preservation for historical and research purposes.

'Trigger event': This is the point from which the retention period starts ticking down. AY = Academic Year.

'Retention period': This is the minimum period for which the information must be retained.

Where applicable, 'Implementation Notes' describe how the retention period is implemented and the maximum period for which information is retained.

If you have any comments or questions about this retention schedule please contact InfoGov@hw.ac.uk.

Function / Activity Description	Information Asset Description	Retention Period	Implementation Notes	Authority
Education & Training / Programme Delivery				
The activities involved in delivering education and training programmes.				
<i>For Scholar activities include: Registering new users by creating online accounts to enable users (staff and students) to gain access to the Scholar virtual learning environment (VLE).</i>				
	Scholar user account data belonging to a body with an ongoing subscription to Scholar. Includes data elements to uniquely identify each user.	D: AY of last enrolment + 24 months	Automated deletion (triggered manually) within no more than 6 months of the expiry of the retention period.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements
	Scholar user account data belonging to a body which has ceased its subscription to Scholar. Includes data elements to uniquely identify each user.	D: Subscription termination date + 0 months	Automated deletion (triggered manually) within no more than 6 months of the expiry of the retention period.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements
	Log files and backups generated by the VLE and its associated delivery systems.	D: Creation + 6 months	Automated deletion with no manual intervention.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements

Records Retention Schedule for Scholar

Function / Activity Description	Information Asset Description	Retention Period	Implementation Notes	Authority
Education & Training / Programme Delivery				
The activities involved in delivering education and training programmes.				
<i>For Scholar activities include: enrolling users (students and staff) for subjects; facilitating the distribution of student and staff account details.</i>				
	Scholar user enrolment data for user accounts belonging to a body with an ongoing subscription to Scholar. Includes data elements relating to subject, level of study and study group.	D: Current AY + 24 months	Automated deletion (triggered manually) within no more than 6 months of the expiry of the retention period.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements
	This includes spreadsheets and other files associated with or created by processes associated with the enrolment of students onto Scholar courses. E.g. database records, registration, and enrolment <u>spreadsheets</u> .			
	Scholar user enrolment data for user accounts belonging to a body which has ceased its subscription to Scholar. Includes data elements relating to subject, level of study and study group.	D: Subscription termination date + 0 months	Automated deletion (triggered manually) within no more than 6 months of the expiry of the retention period.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements
	This includes spreadsheets and other files associated with or created by processes associated with the enrolment of students onto Scholar courses. E.g. database records, registration and enrolment <u>spreadsheets</u> .			
	Log files and backups generated by the VLE and its associated delivery systems.	D: Creation + 6 months	Automated deletion with no manual intervention.	Scholar subscriber (data controller) requirements taking account of Scholar <u>service requirements</u>
Education & Training / Programme Assessment				
The activities involved in assessing students' progress and attainment on education and training programmes.				
<i>For Scholar activities include: monitoring user (staff and student) engagement.</i>				
	Scholar user engagement data for user accounts belonging to a body with an ongoing subscription to Scholar. Includes data elements relating to page views, test answers and marks.	D: Current AY + 24 months	Automated deletion (triggered manually) within no more than 6 months of the expiry of the retention period.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements
	Scholar user engagement data for user accounts belonging to a body which has ceased its subscription to Scholar. Includes data elements relating to page views, test answers and marks.	D: Subscription termination date + 0 months	Automated deletion (triggered manually) within no more than 6 months of the expiry of the retention period.	Scholar subscriber (data controller) requirements taking account of Scholar service requirements
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