

Security Records Retention Schedule

Reviewed and Updated December 2018

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
Provision of access to buildings or restricted areas (includes keys and card access).	Retain until permission expires or is revoked plus 1 year.	No longer needed after this point.	Destroy by confidential shredding or secure deletion.	Director of Campus Services.
CCTV footage.	Retain for maximum of 1 month unless specifically required for investigation/ security/ safety/ legal purposes.	No longer needed after this point.	Delete securely from system.	Director of Campus Services.
Security breaches or incidents and actions taken.	Retain for 1 year from last action on incident.	No longer needed after this point.	Destroy by confidential shredding or secure deletion	Director of Campus Services.
Lost property.	Retain for year from return/ disposal of lost property.	No longer needed after this point.	Destroy by confidential shredding or secure deletion	Director of Campus Services.
Parking permits (names, addresses, car registration numbers, payment details).	Retain for duration of permit plus 1 month.	Data minimisation. No longer needed after expiry of permit.	Destroy by confidential shredding or secure deletion	Director of Campus Services.