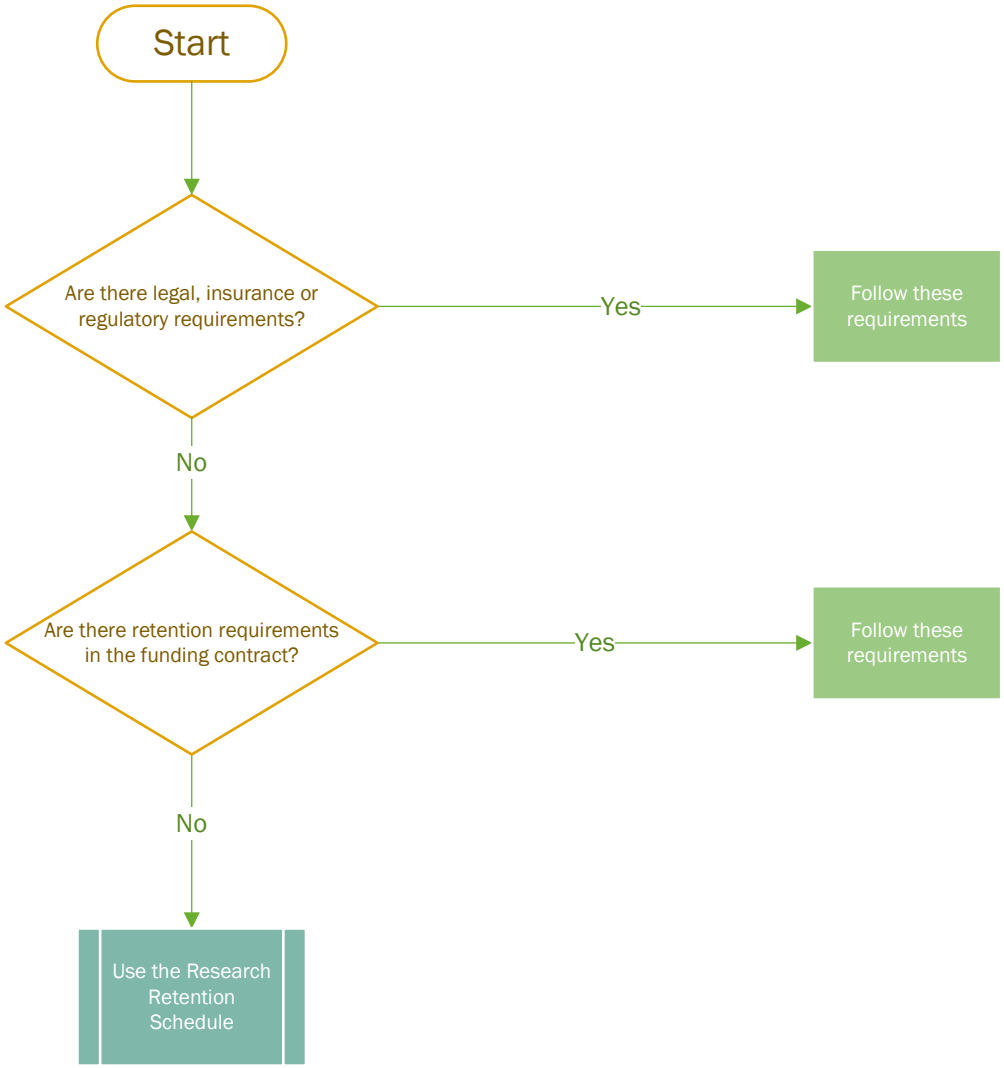
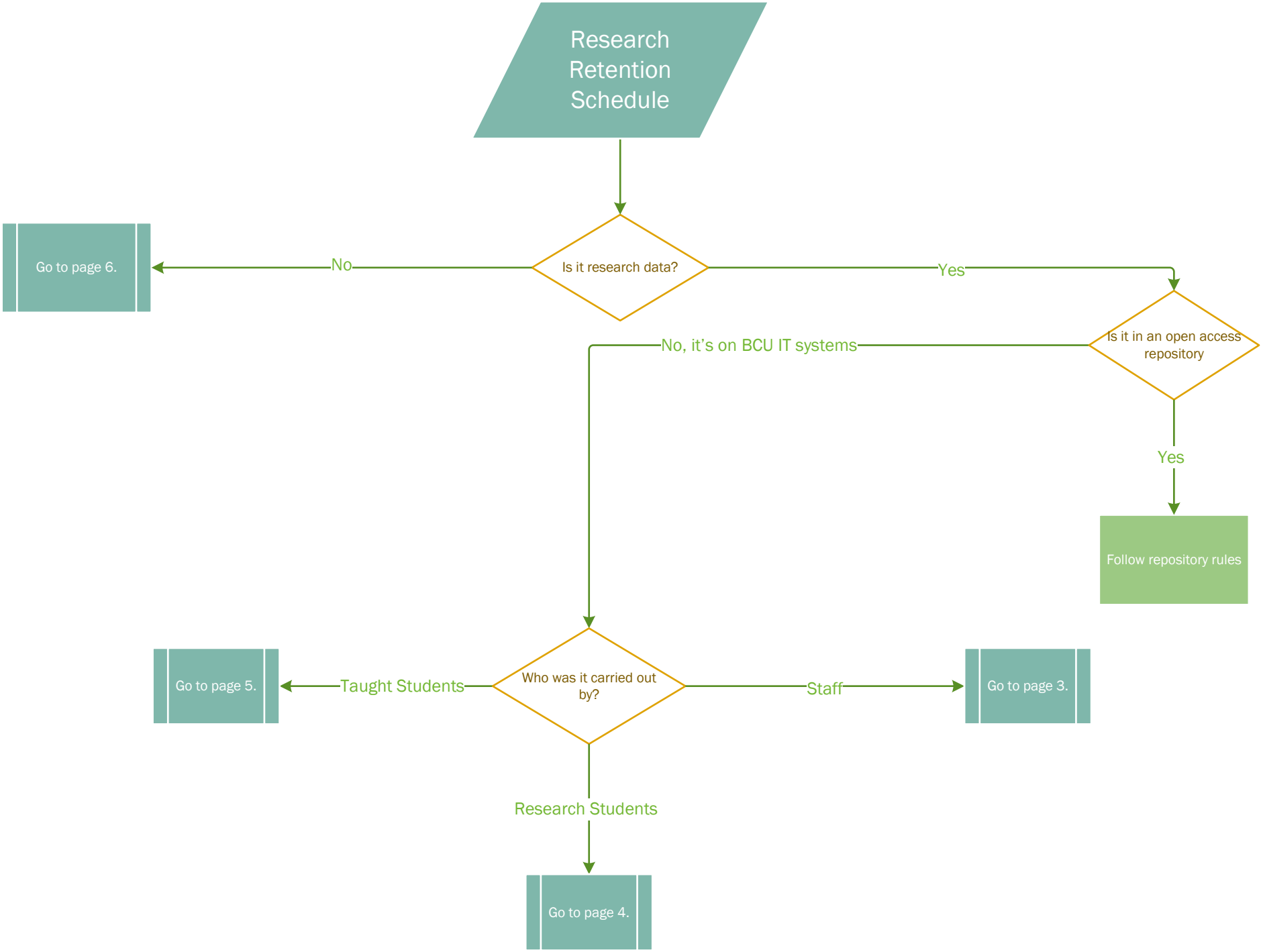
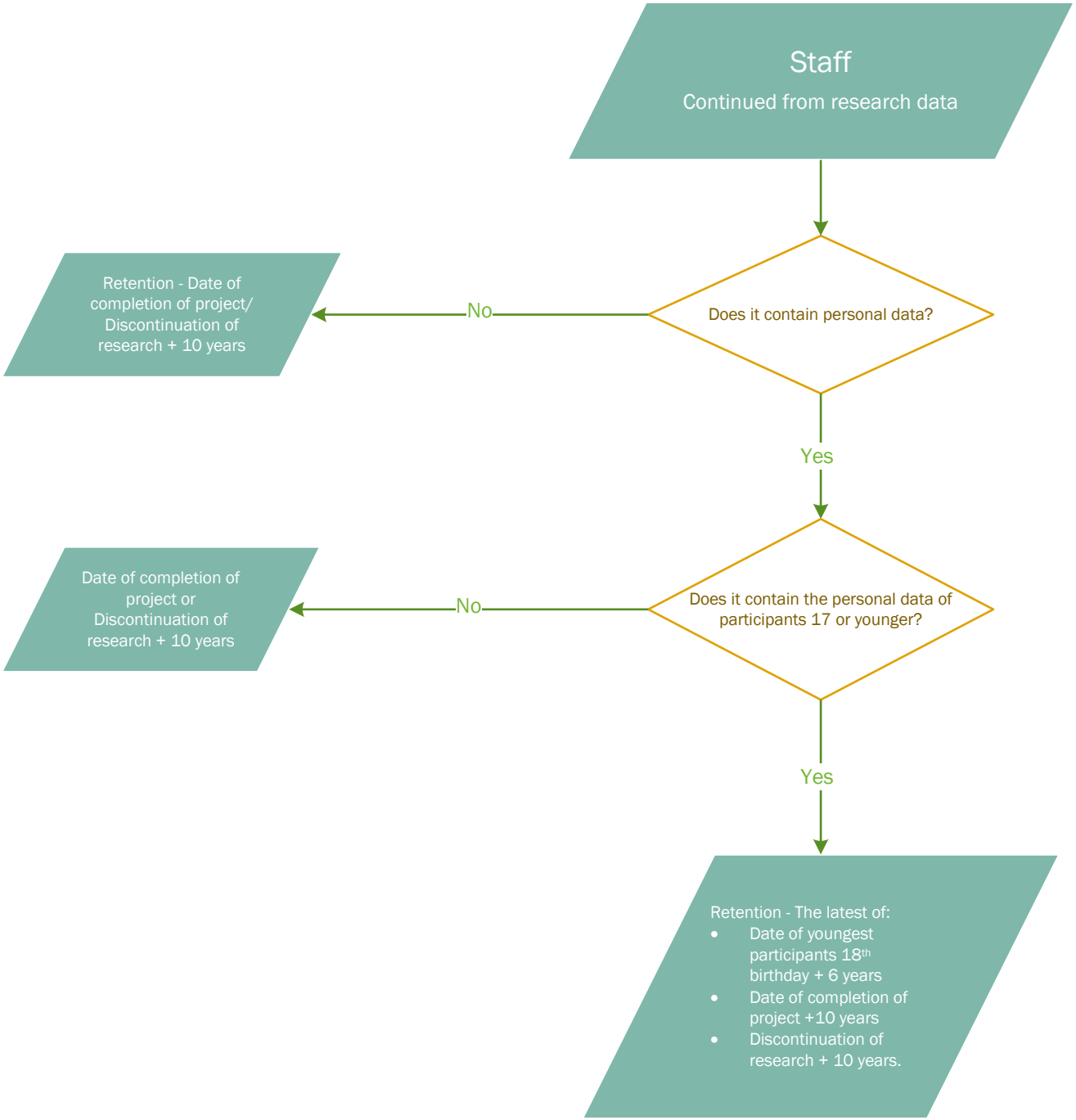
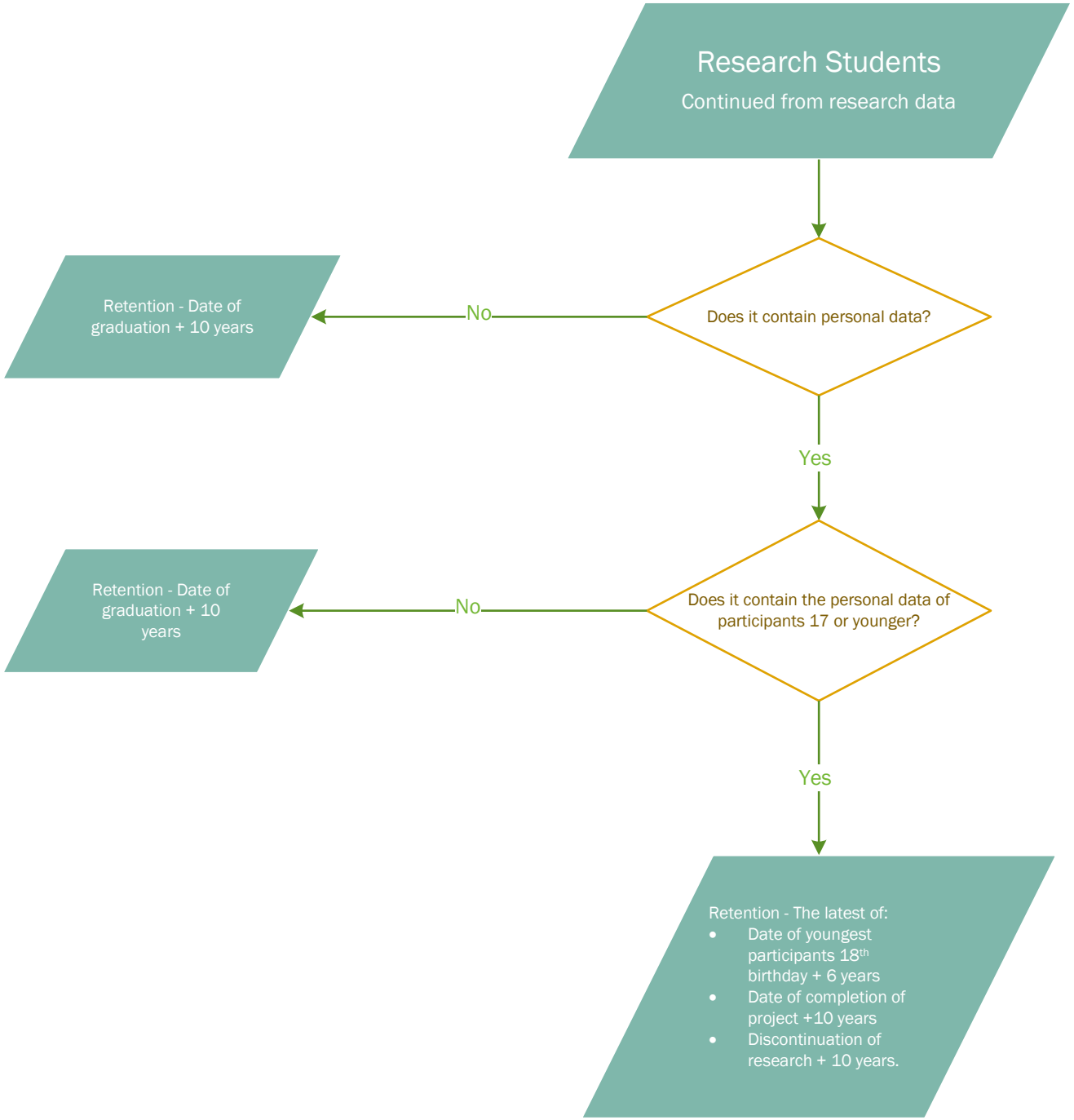
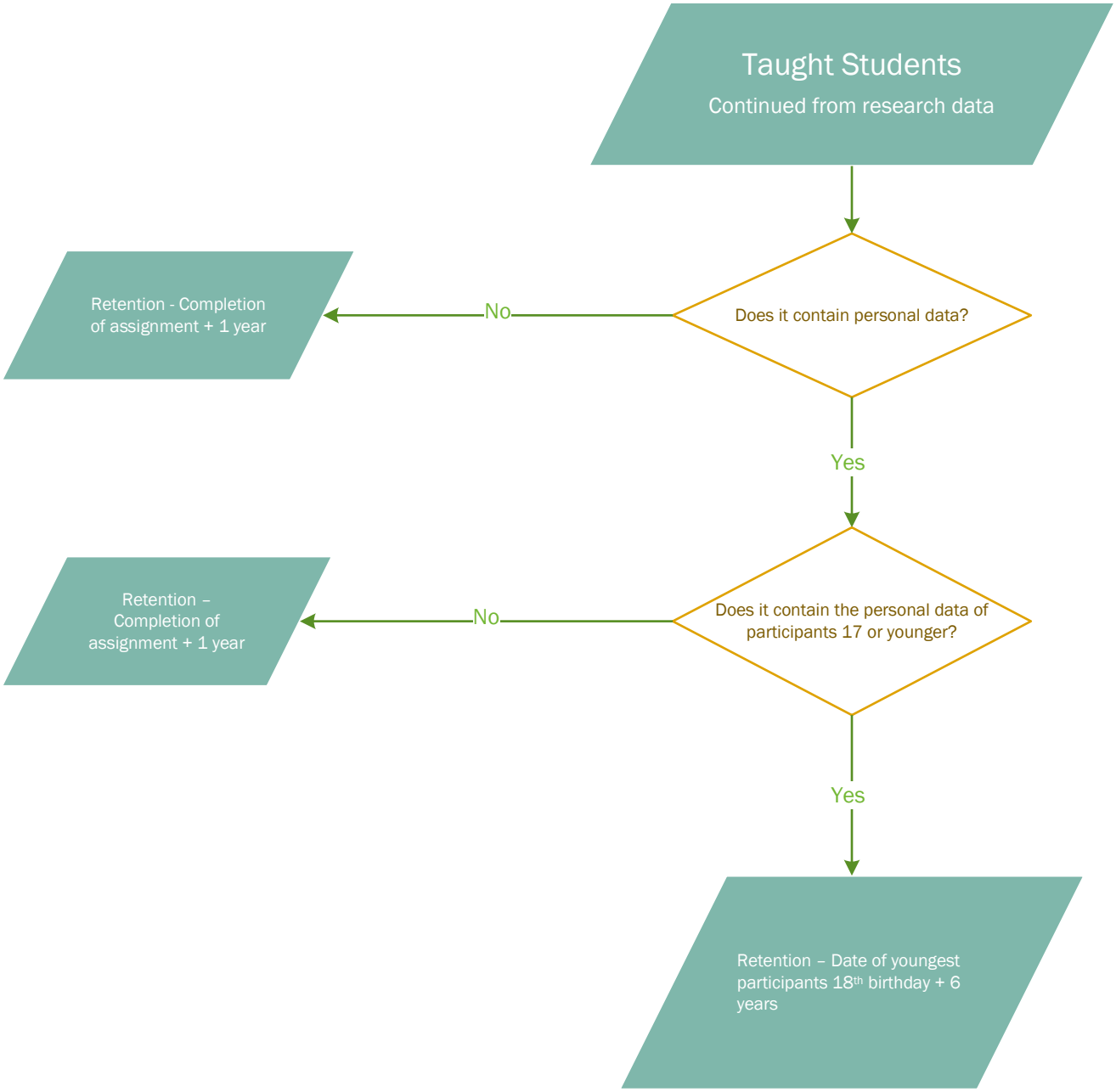
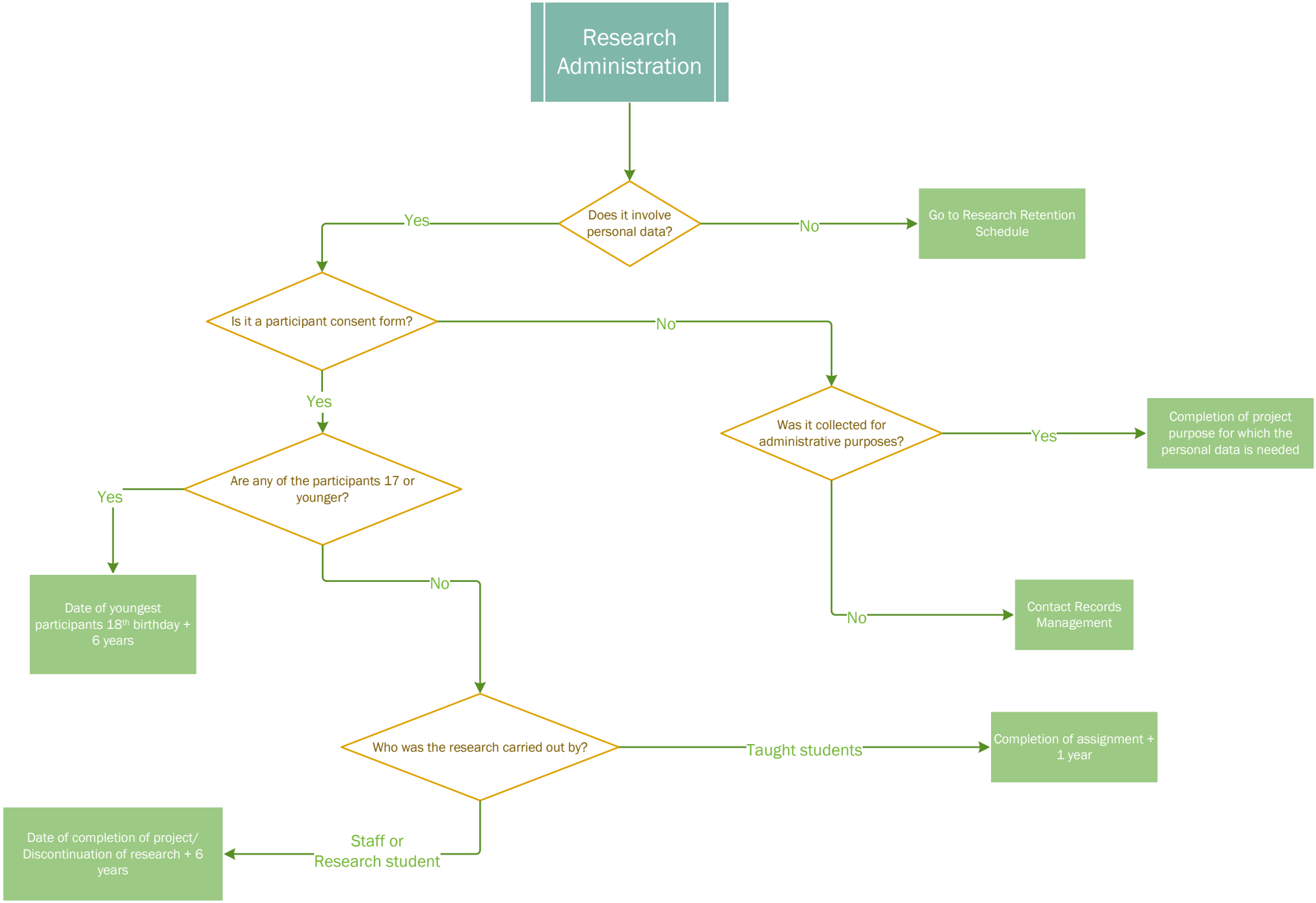

Start
Are there legal, insurance or regulatory requirements?
Yes
Follow these requirements
No
Are there retention requirements in the funding contract?
Yes
Follow these requirements
No
Use the Research Retention Schedule


Research Retention Schedule
Is it research data?
No
Go to page 6.
Yes
Is it in an open access repository
Yes
Follow repository rules
No, it's on BCU IT systems
Who was it carried out by?
Taught Students
Go to page 5.
Staff
Go to page 3.
Research Students
Go to page 4.


Staff
Continued from research data
Does it contain personal data?
No
Retention - Date of completion of project/ Discontinuation of research + 10 years
Yes
Does it contain the personal data of participants 17 or younger?
No
Date of completion of project or Discontinuation of research + 10 years
Yes
Retention - The latest of:
• Date of youngest participants 18th birthday + 6 years
• Date of completion of project +10 years
• Discontinuation of research + 10 years.


Research Students
Continued from research data
Does it contain personal data?
No
Retention - Date of graduation + 10 years
Yes
Does it contain the personal data of participants 17 or younger?
No
Retention - Date of graduation + 10 years
Yes
Retention - The latest of:
• Date of youngest participants 18th birthday + 6 years
• Date of completion of project +10 years
• Discontinuation of research + 10 years.


Taught Students
Continued from research data
Does it contain personal data?
No
Retention - Completion of assignment + 1 year
Yes
Does it contain the personal data of participants 17 or younger?
No
Retention – Completion of assignment + 1 year
Yes
Retention – Date of youngest participants 18th birthday + 6 years


Research Administration
Does it involve personal data?
Yes
No
Go to Research Retention Schedule
Is it a participant consent form?
No
Yes
Was it collected for administrative purposes?
Yes
Completion of project purpose for which the personal data is needed
No
Contact Records Management
Are any of the participants 17 or younger?
Yes
Date of youngest participants 18th birthday + 6 years
No
Who was the research carried out by?
Taught students
Completion of assignment + 1 year
Staff or Research student
Date of completion of project/ Discontinuation of research + 6 years