Data	Data Location	Data Owner	Retention schedule	Disposal Action	Rationale for Retention	Corresponding Retention Schedules
Core student record	QSIS	Student Registry Services	Retained permanently from point of entry (lifetime of learner – 80 years)	None		QSIS Schedule Schools Retention schedule 3.1.2.
Records containing personal data on previous students (other than data required in the core record): • Gradebook • Discussions and replies • Assignment submissions (inc. Dissertations) • Quizzes • Feedback • Enrolment information - classes and sections	Canvas	Digital Learning Solution System Support Team	Maximum retention period of 10 years from term end date.	Destroy	The Limitation (Northern Ireland) Order 1989, Article 4 (Time limit: actions founded on contract, etc.) JISC 2019 Recommendation Based on a maximum 5 - year duration of study + 6 years retention (aligned with JISC recommendation)	
Records containing student submissions including Dissertations that are submitted through Turnitin	Turnitin	Head of Educational and Skills Development	Retained indefinitely from point of submission, unless a permanent deletion request is submitted by the instructor.	None	Required for functionality of the Turnitin System.	

Canvas content accessed in Canvas through the Office365 LTI	Office365	Information Services	Office 365 content retained for 90 days once a user account has been deleted as per the JML process.	Destroy	Accounts are removed as per JML processes.	User account expiry policy
Stream on OneDrive	OneDrive	Information Services	OneDrive content retained for 90 days once a user account has been deleted as per the JML process.	Destroy	Accounts are removed as per JML processes.	User account expiry policy
Stream on SharePoint	SharePoint	Information Services	Once SharePoint sites are deleted, there is a 90-day recovery period. After 90 days, all content and settings are permanently deleted.	Destroy	SharePoint Deletion Policy	SharePoint Deletion Policy
Panopto	Panopto	Information Services	Any module content within the Canvas directory in Panopto will be archived at the end of the academic year. Content is retained in the Panopto archive for 18 months and if the content has not been viewed within this period, it will be completely removed from the system. If it has been recovered from the archive will be re-archived 1 month after the last view. Panopto content outside of the Canvas directory (e.g. within personal or shared folders) will be retained for similar retention periods for staff or students who leave the University.	Destroy		Panopto Retention schedule
Other content accessed through external LTI tools.	Various	Various	Agreed with System Owner through the DSA process and the retention	Destroy		

E.g. MATLAB Grader, Numbas etc.			and destruction of data is their responsibility.			