Policy	Department/Committee	Policy dated	Retention
Data Retention Policy	Academic Secretariat	Aug-26	Current policy, plus previous version held in archive
BMus Moderation Policy (Academic Work)	Academic Secretariat	Oct-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Equality Impact Assessment (EIA) Policy	Academic Secretariat	Mar-25	Current policy,
FOI Complaints Policy	Academic Secretariat	Sep-25	Current policy
Intellectual Property Policy	Academic Secretariat	Jun-25	In perpetuity; aligned with UK legislation
Notice Take Down Policy	Academic Secretariat	Sep-25	Current policy, with no archive required
Records Management Policy	Academic Secretariat	Feb-25	Current policy, with no archive required
Regulations	Academic Secretariat	Sep-25	7 academic years
Honours Policy	Communications	May-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Environmental and Sustainability Policy	ESG Committee	Jun-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Sustainable Travel Policy	ESG Committee	Oct-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Control of Contractors Policy	Estates	Jul-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Estates Security Policy	Estates	Mar-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Evacuation Proceure	Estates	Jun-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
First Aid at Work Policy	Estates	Jun-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Health and Safety at Work Policy	Estates	Jun-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Working at Height Policy	Estates	Jun-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Criminal Finances Act 2017 Policy	Finance	May-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Ethical Procurement policy	Finance	Oct-12	Superseded plus 5 years, with specific policies being retained for a longer period as required
Expenses Policy	Finance	Apr-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Financial Procedures and Fraud Policy (including Gifts and Hospitality)	Finance	Jul-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Financial Regulations	Finance	May-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Procurement Policy	Finance	Jun-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Adoption Leave	HR	Nov-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Alcohol and Substance Misuse at Work Policy	HR	Dec-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Conferment of Academic Titles Policy	HR	Jul-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Conflicts of Interests Policy	HR	Sep-22	Superseded plus 5 years, with specific policies being retained for a longer period as required
Continuous Feedback Policy	HR	Jun-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Data Protection Policy	HR	Mar-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Dignity at Work Policy	HR	Oct-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Discipline and Appeal Policy	HR	Aug-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Employee Hearing Protection Policy	HR	May-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Equality, Diversity and Inclusion Policy	HR	Dec-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Flexible Working Policy	HR	Apr-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
General and Special Leave Policy	HR	Jun-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Grievance Policy	HR	Jan-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Hybrid Working Policy	HR	Dec-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Induction Policy	HR	Oct-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Leavers Policy	HR	Oct-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Managing Poor Performance Policy	HR	Oct-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Managing Stress at Work Policy	HR	Nov-12	Superseded plus 5 years, with specific policies being retained for a longer period as required
Maternity, Paternity and Parental Leave (inc. Neo-Natal) Policy	HR	Jun-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Medical Reports Policy	HR	Apr-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Menopause Policy	HR	Sep-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Overtime Policy	HR	Jun-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Pay Policy	HR	Mar-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Probation Policy	HR	Aug-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Procedure for Managing Sickness Absence Management Policy	HR	Mar-22	Superseded plus 5 years, with specific policies being retained for a longer period as required
Recruitment and Selection Policy	HR	Oct-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Redundancy Policy	HR	Sep-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Right to be Accompanied Policy	HR	Mar-22	Superseded plus 5 years, with specific policies being retained for a longer period as required
Sickness Absence Policy	HR	Oct-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Smart Working Policy	HR	Sep-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Staffing Contractual Variation Policy	HR	Sep-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Supporting Staff Experiencing Domestic Abuse Policy	HR	May-25	Superseded plus 5 years, with specific policies being retained for a longer period as required

Teaching Off Site Policy	HR	Undated	Superseded plus 5 years, with specific policies being retained for a longer period as required
Training and Development Policy	HR	Sep-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Whistleblowing Policy	HR	Mar-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Working from Home Policy	HR	Dec-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
ICT Network Policy	ICT	May-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
ICT Security Policy	ICT	Sep-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Child Protection Policy and Procedure	Junior Academy	2019	Superseded plus 5 years, with specific policies being retained for a longer period as required
Complaints Procedure	Junior Academy	2021	Superseded plus 5 years, with specific policies being retained for a longer period as required
Collections Care and Conservation Policy	Museum and Collections	04-Sep-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Collections Development Policy	Museum and Collections	04-Sep-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Collections Information Policy	Museum and Collections	03-Jul-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Collections Management Policy	Museum and Collections	2014	Superseded plus 5 years, with specific policies being retained for a longer period as required
Instrument Loan Payment and Debt Policy	Museum and Collections	Feb-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Loan Protocol (includes policy)	Museum and Collections	Dec 26 (tbc)	Superseded plus 5 years, with specific policies being retained for a longer period as required
Museum Access Policy	Museum and Collections	Sep-23	Superseded plus 5 years, with specific policies being retained for a longer period as required
Volunteer Policy	Museum and Collections	01-Mar-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Student Route Placement Policy	Performance	Sep-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Donor Charter	Philanthropy	Oct-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Due Diligence Procedure	Philanthropy	Oct-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Fundraising Complaints Policy	Philanthropy	Nov-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Gift Acceptance Policy	Philanthropy (Gift Acceptance Committee)	Oct-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Accreditation of Prior Experiential Learning Policy	Registry	Mar-20	Superseded plus 5 years, with specific policies being retained for a longer period as required
Admissions Policy	Registry	Nov-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Examination Procedures	Registry	Sep-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Fitness to Study Policy	Registry	Jul-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Retention of Assessed Work Policy	Registry	Aug-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Room Booking Policy	Registry	Sep-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Student Names Policy	Registry	Aug-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Tuition Fee Debtors Policy	Registry/Finance	Jul-22	Superseded plus 5 years, with specific policies being retained for a longer period as required
Tuition Fee Refund and Compensation Policy	Registry/Finance	Sep-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Casual Student Worker Policy	Registry/HR	Aug-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Harassment and Sexual Misconduct Policy	Registry/HR	Oct-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Intimate Personal Relationships Policy	Registry/HR	Aug-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Safeguarding: Adult (Over 18) Policy	Registry/HR	Sep-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Safeguarding: Child (Under 18) Policy	Registry/HR	Sep-25	Superseded plus 5 years, with specific policies being retained for a longer period as required
Open Access Publication Policy	Research and Knowledge Exchange	Apr-22	10 academic years
Research Ethics Policy	Research and Knowledge Exchange	Sep-25	10 academic years
AI Policy	SMT	Apr-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Business Continuity Policy	SMT	Oct-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Social Media Policy	SMT	Aug-24	Superseded plus 5 years, with specific policies being retained for a longer period as required
Freedom of Speech Policy	SMT/Governing Body	Mar-21	Superseded plus 5 years, with specific policies being retained for a longer period as required
Sustainable Investment Policy	SMT/Governing Body	Jun-26	Superseded plus 5 years, with specific policies being retained for a longer period as required
Privacy Notcies	Various	Oct-26	5 calendar years