

Function – International Student Recruitment Office (v3 November 2024)

Responsible Person – Head of International Student Recruitment

	Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
1	Records relating to Partnerships development and contracts	Lifetime of partnership + 6 year	Destroy	Prescription and Limitation (Scotland) Act 1973.
2	Records documenting the active and withdrawn recruitment agents	+ 6 years from end of agreement	Destroy	Prescription and Limitation (Scotland) Act 1973.
3	Records of potential students and their fields of interest	3 years	Destroy	