

Records Retention Schedule

Enterprise, Knowledge Exchange & Research Events

Retention schedules are used to determine how long records should be kept. We only hold personal information for as long as it is necessary to fulfil our legal duties or business purposes. We always try to ensure that the data we hold is up to date, reasonable and not excessive. We review our retention periods for personal information on a regular basis.

The Records Retention Schedule for Guildhall School activity grouped under Enterprise, Knowledge Exchange & Research Events has organised documents into the below main categories:

Short courses and other open programmes

Record series	Summary retention policy
Bookings and successful applications for short courses and other open programmes who register	Full record retained for +7 years upon leaving. Basic information record retained in perpetuity. By Innovation department
Bookings and successful applications for short courses and other open programmes who fail to register or withdraw	Full record retained for +7 years upon application. Basic information record retained in perpetuity. By Innovation department
Unsuccessful applications and bookings for short courses and other open programmes	Full record retained for +7 years upon application. Basic information record retained in perpetuity. By Innovation department
Transactional information relating to short courses and other open programmes e.g. registration lists	Retained for +3 years By Innovation department

Free and ticketed events for Enterprise, Knowledge Exchange & Research Events

Record series	Summary retention policy
Bookings for free and ticketed events	Basic information record retained in perpetuity. By Innovation department
Transactional information relating to free and ticketed events e.g. RSVP lists	Retained for +3 years By Innovation department