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Northumbria University – Alumni Relations Records Retention Schedule

6 Alumni Relations

For dealing with individual former students (e.g. for confirmation of awards), See: Records Retention Schedule > Section 2 – Student Records

6.1 Alumni Records

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Records containing personal data on individual alumni, eg The Alumni membership database	Receipt of data	While current or until requested to be Destroyed/80 years.	Destroy	Good Practice

6.2 Alumni Communications

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Design, planning and production of official alumni communications e.g. Alumni emails	Issue	5 Years	Destroy	Good Practice
Alumni communications.	Issue	Perm	N/A	Good Practice

6.2.1 Alumni Campaigns

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Design, implementation and review of Alumni marketing campaigns.	Completion of campaign	5 Years	Destroy	Good Practice

6.2.2 Alumni Surveys

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CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Design and conduct of alumni surveys	Completion of survey	3 years	Destroy	Good Practice
Results of alumni surveys: individual responses.	Completion of analysis	3 years	Destroy	Good Practice
Summarised / anonymised statistical data of alumni	End of academic year	10 years	Destroy	Good Practice

6.2.3 Alumni Enquiries, Feedback and Complaints

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Enquiries from alumni and the responses provided.	Last Action on enquiry	1 year	Destroy	Good Practice
Unsolicited feedback from alumni, the internal handling of this feedback and the responses provided.	Last Action on feedback	1 year	Destroy	Good Practice
Handling of complaints from alumni.	Last Action on Complaint	3 Years	Destroy	Good Practice
Requests for contact details for alumni, or requests to “get in touch” - action taken and the responses provided.	Last Action on request	1 Year	Destroy	Good Practice

6.2.4 Alumni Events

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Planning and impact/results of alumni events.	Completion of event	5 years	Destroy	Good Practice
Organisation and administration of alumni events,	Completion of	1 year	Destroy	Good Practice

Northumbria University – Alumni Relations Records Retention Schedule

including attendance lists*. *This is the attendance list only. A flag that someone attended an event may be included on their Alumni Record.	event			
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6.3 Regional Alumni Support

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Requests from alumni associations for financial or other support, the internal handling of these requests and the responses provided- rejected requests	Last Action on request	1 Year	Destroy	Good Practice
Requests from alumni associations for financial or other support, the internal handling of these requests and the responses provided- successful requests	Completion of payments	6 years	Destroy	Good Practice
Administration of financial and other support to alumni organisations.	Completion of payments	6 years	Destroy	Good Practice

6.4 Alumni Donations

CATEGORY	TRIGGER	PERIOD	ACTION	CITATION
Management of the relationship with Alumni who are donors to the institution. *Details and payment schedules. A flag that someone donated may be included on their Alumni Record.	Financial year of last Donation	6 Years	Destroy	Limitation Act 1980