



# Research Data Retention

## Guidance for staff and students

This guidance covers how long to keep research data. There is no specific time period that determines how long data should be kept, but there is a series of decisions you can go through to decide how long you need to keep research data and where. This guidance also gives guidance on retention of research related documentation like grant data, informed consent forms, etc.

### Deciding on what research data to keep and how long

- 1) Are you planning on reusing the data?
  - a. YES – go to question 2
  - b. NO – go to question 3
- 2) Do you need the full set of data or an anonymised/pseudonymised<sup>1</sup> version?
  - a. FULL DATASET – go to question 3
  - b. ANONYMISED/PSEUDONYMISED – go to question 4
- 3) Are you required to keep the data for a certain time period due to funder/contractual requirements?
  - a. YES – keep for as long as the funder/contractual requirements state you should, then go to question 6
  - b. NO – go to question 4
- 4) Do you need to keep the data with you or can you access it from elsewhere?
  - a. WITH YOU – go to question 5
  - b. ACCESS ELSEWHERE – go to question 6

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<sup>1</sup> See the School's guidance on Anonymisation and Pseudonymisation.

- 5) How long will you need to keep the data with you for?
- SHORT TIME PERIOD e.g. to do final checks – keep for 1 year, then go to question 6
  - MEDIUM TIME PERIOD e.g. if you think someone else will want to check– keep for 7 years, then go to question 6
  - EU FUNDED PROJECTS – keep for 10 years, then go to question 6
  - LONGER TIME PERIOD e.g. you will be returning to the data over a couple of decades – keep permanently, but consider transferring to an archive when you finish working
- 6) Will the data need to go to a data archive?
- YES – if necessary, keep with you for the time period in 5), then transfer to a data archive
  - NO – destroy dataset.

## Research related records retention

The following table contains the retention periods for research related documentation. If there is a type of research related document not on the list, please contact the [Information and Records Manager](#) for advice.

In each case, paper documents should be stored in lockable cupboards or filing drawers. Electronic documents should be stored on

Record type	Retention period	Retention with	Source
Informed consent forms	Based on decision in 5) above, but at least 1 year after the end of the project.	Department if paper. Secure device if electronic.	LSE
Data Protection impact assessments	Based on decision in 5) above, but at least 1 year after the end of the project.	Department if paper. Secure device if electronic.	LSE
Summative assessment e.g. coursework,	As for all summative assessment, 1	Department.	LSE

dissertations	year after the exam board. Dissertations can be kept longer with the agreement of the student.		
Grant records	At least 6 years after the end of the project. Check with funder if needs to be longer.	Research and Innovation	JISC retention schedule

## Review schedule

Review interval	Next review due by	Next review start
3 years	29/4/2023	1/4/2023

## Version history

Version	Date	Approved by	Notes
0.1	17/02/2021	Draft for review only	
1.0	29/4/2021	Final draft for IGMB support	

## Links

Reference	Link

## Contacts

Position	Name	Email	Notes
Data Protection Officer	Rachael Maguire	<a href="mailto:r.e.maguire@lse.ac.uk">r.e.maguire@lse.ac.uk</a>	

## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes/ No</b>
Will training needs arise from this policy	<b>Yes/ No</b>
If Yes, please give details; to be confirmed	