Records will be purged as soon as is practicable after the conclusion of the retention periods described in the schedule below.

- Housing Records (Including addresses and length of stay) – Four years. Data will be securely deleted, if technically feasible. All data created before July 2011 is no longer available.
- Key Log – Five-years post the academic year in which it was created, securely destroy.
- Guest Access Log – Five-years post the academic year in which it was created, securely destroy.