

Data/datasets retention periods

The UB adopted this version on 3 April 2018.

This document applies to Universiteit Nyenrode B.V., Stichting Nyenrode, Nyenrode Services B.V., Stichting Jongeren Huisvesting (JHV), Stichting Nyenrode Fonds (SNF), BBA B.V. and NNBS B.V.

Education					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Retained by/ pursuant to*	Owner
Exam questions and answers including projects and other written assignments for which a grade or partial grade is awarded		7 years	when the grade is given	NBU ASC	Program
Information on the nature and course of the education program, student progress and study guidance		7 years		NBU ASC	Program
Personal information about individuals that is either related directly or indirectly to the education process and which is processed by student deans and other confidential counselors		7 years	on completion of the study	NBU ASC	Program
Documents linked to a student's file with the consent of the student concerned		7 years		NBU ASC	Program
Documents linked to the General Terms and Conditions of Education at Nyenrode B.V.		7 years		NBU ASC; WHW	Program
Permission for a student to take an exam/exams		7 years	on completion of the study	NBU ASC; Articles 7.10 and 7.11, WHW	Program
EC exemptions		7 years	on assessment	Articles 7.12b and 7.30, WHW	Exam Committee and Program
Granting a student admission to a program, e.g. an application form		7 years	on completion of the study	NBU ASC; Articles 7.10 and 7.11, WHW	Program
Information about persons who have not enrolled in a program		1 year		Selectielijst 2016,	Marketing
Theses, e.g. Bachelor's theses or final projects, and Master's theses	20 years	20 years	when the result has been determined	NBU ASC (for educational and research purposes)	Program

* Refer to the list below for an explanation of the abbreviations used in this table.

Education					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Retained by/ pursuant to*	Owner
Exam results	50 years	50 years	after the result has been determined	NBU ASC, Article 7.11, <i>WHW</i>	Program
Degree program-related qualifications, diplomas, certificates, diploma supplements	50 years		on being awarded	<i>Selectielijst</i> 2016; Article 16, paragraph 3, <i>WVO</i> ; Article 7.11, first and second paragraphs and Article 7.58, <i>WHW</i>	Program
Register of diplomas and certificates awarded	50 years	50 years		see above	Program
Research data	10 years			NBU ASC, possibly longer after consultation with the DPO or due to the nature of the research	Center
Information provided to students, information brochures, internet publications		7 years	on publication	Article 7.15, <i>WHW</i> (research goals, e.g. exploratory study, portfolio development)	Marketing and Program

* Refer to the list below for an explanation of the abbreviations used in this table.

General corporate information					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Pursuant to*	Owner
Annual financial statements, audit reports, etc.	7 years		the date of drawing up	Article 2:394, <i>BW</i>	Financial Affairs
Profit and loss account	7 years		the date of drawing up	Article 2:10 and Article 3:15a, <i>BW</i>	Financial Affairs
Record retention after the dissolution of the legal person	7 years		the date of dissolution	Article 2:24, <i>BW</i>	Legal Affairs
Information on commercial property	10 years		the year after the year in which the property started to be used	Article 34a, <i>Wet OB</i>	Real Estate
Subsidy administration	10 years		the date on which the records were retained	Article 4:69, <i>Awb</i>	Real Estate
Fiscal documents					
General ledger, accounts receivable and accounts payable administration, purchasing and sales administration, and salary administration	7 years	7 years	1 January of the year following the retention of the records	Article 52, <i>AWR</i> ; <i>Adw</i>	Financial Affairs
Invoices related to turnover tax	7 years	7 years	date of receipt or sending	Article 31 of the <i>Uitvoeringsbeschikking OB</i>	Financial Affairs
Meeting documentation					
Meeting reports and documents	7 years				General Secretary/Head of the Secretariat

* Refer to the list below for an explanation of the abbreviations used in this table.

Employee information					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Pursuant to*	Owner
Job application letters and forms, correspondence regarding job applications, references and statements of good conduct		4 weeks after completion of the job application procedure and 1 year with the applicant's consent	on completion of the job application procedure	<i>Vrijstellingsbesluit Wbp</i>	HR
Employment contract and amendments		2 years	termination of employment	Article 52, <i>AWR</i>	HR
Employment contract amendments		2 years	termination of employment	Article 52, <i>AWR</i>	HR
Correspondence concerning appointments, promotions, demotions and resignations/dismissals	2 years		termination of employment	Article 52, <i>AWR</i>	HR
Reports on performance appraisal interviews	2 years		termination of employment	<i>Vrijstellingsbesluit Wbp</i>	HR
Reports related to the <i>WVP</i>		2 years	termination of employment	<i>Vrijstellingsbesluit Wbp</i>	HR
Income tax declarations	5 years	5 years	termination of employment	Article 66, paragraph 4 of the <i>Uitvoeringsregeling LB</i>	HR and/or Financial Affairs
Agreements on salaries and employment terms and conditions	7 years	7 years	termination of employment	<i>Vrijstellingsbesluit Wbp</i>	HR and/or Financial Affairs
Employee marital status	7 years		termination of employment	<i>Vrijstellingsbesluit Wbp</i>	HR
Early retirement scheme		2 years	termination of employment	Article 52, <i>AWR</i>	HR
Agreements regarding WC work		2 years	termination of membership	<i>Vrijstellingsbesluit Wbp</i>	HR
Wage attachments		until revoked		<i>Vrijstellingsbesluit Wbp</i>	HR and/or Financial Affairs

* Refer to the list below for an explanation of the abbreviations used in this table.

Video images					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Pursuant to*	Owner
Images from security cameras		14 days	start of recording	<i>Vrijstellingsbesluit Wbp</i>	Facilities
Recordings of incidents		until the investigation has been completed	when the incident is detected and only with the prior consent of the UB	Article 5, paragraph 1, AVG	UB
Computer system log files / e-mail and internet monitoring					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Pursuant to*	
Log files		6 months	the date of registration	Article 10, paragraph 1, <i>Wbp</i> and the <i>Vrijstellingsbesluit Wbp</i>	IT
Access control systems / time registration systems					
Document/data	Minimum retention period	Maximum retention period	Retention period start date	Pursuant to*	
Information on time registration	52 weeks		the date of registration	<i>Atb</i>	n/a
Information on access control		6 months	when the right of access lapses	<i>Vrijstellingsbesluit Wbp</i>	Facilities

* Refer to the list below for an explanation of the abbreviations used in this table.

LIST OF ABBREVIATIONS

English abbreviations

ASC	Academic Services Center
DPO	Data Protection Officer
NBU	Nyenrode Business University
UB	University Board
WC	Works Council

Dutch abbreviations

Atb	Arbeidstijdenbesluit (Working Hours Decree)
AVG	Algemene verordening gegevensbescherming (General Data Protection Regulation)
Awb	Algemene wet bestuursrecht (General Administrative Law Act)
AWR	Algemene wet inzake rijksbelastingen (General Tax Act)
BW	Burgerlijk Wetboek (Civil Code)
Adw	Douanewet (General Customs Act)
Stb.	Staatsblad (Bulletin of Acts, Orders and Decrees)
Wbp	Wet bescherming persoonsgegevens (Data Protection Act)
Wet OB	Wet op de omzetbelasting 1968 (Turnover Tax Act 1968)
WHW	Wet op het hoger onderwijs en wetenschappelijk onderzoek (Stb. 1992, 593) (Higher Education and Scientific Research Act)
Wvp	Wet verbetering poortwachter (Eligibility for Permanent Invalidation Benefit (Restrictions) Act)

Selectielijst	Selectielijst Hogescholen (selection list of the Netherlands Association of Universities of Applied Sciences; this contains rules governing retention times for examinations and certificates (only available in Dutch))
Uitvoeringsregeling LB	Uitvoeringsregeling loonbelasting 2011 (Wage Tax Implementing Rules 2011)
Uitvoeringsbeschikking OB	Uitvoeringsbeschikking omzetbelasting 1968 (Implementing Decision Concerning Turnover Tax 1968)
Vrijstellingsbesluit Wbp	(Data Protection Act Exemption Decree)