

UAS Mosaic websites


Style and accessibility briefing

Background

- All UAS sites use the same fonts, colours, and header & footer layout to give the same overall appearance
- The UAS style for content within the pages aims to ensure
 - the consistent look and feel is maintained across all UAS sites
 - that sites meet legal requirements with regard to accessibility
 - a good 'user experience'
- A consistent look and feel gives
 - a common identity across all sites
 - a better user experience - familiarity with the design helps navigation
- The style is based on
 - Official guidance for meeting legal accessibility requirements
 - Acknowledged 'best practice' for websites
 - Input from a professional, external web design agency
 - Choices made by a Steering Group comprised of representatives from UAS sections

Page layout

- Content is included in Region 2 and Region 3
- Regions 1 and 4 are only used in rare situations
- Region 2 is used for the main content of the page
- Region 3 is used for 'tertiary' or 'related' content such as useful links or contact details
- Always try to have some content in Region 3 – it is unlikely that there won't be something which is useful to the user

UNIVERSITY OF
OXFORD

ADMISSIONSRESEARCHNEWS & EVENTSBOUT

Staff GatewayOxford StudentsAlumniLogin

Compliance

HOW WE USE YOUR DATA | SUBMIT AN INFORMATION REQUEST | POLICIES & STATEMENTS | STAFF GUIDANCE ON DATA PROTECTION | ABOUT

🏠 > Staff guidance on data protection > Retention schedules

Retention schedules

How long the University will retain different categories of data

Region 1

Region 2

Data retention refers to the length of time data will be actively retained by the University before it is destroyed, archived or anonymised.

The University's data retention schedules set out the period of time that categories of data held by the University will normally be kept. Presenting retention periods in a schedule format and on the basis of applicable legal or regulatory requirements, recognised good practice or internal policy, provides a systematic, accountable and transparent approach to data management and compliance.

Importantly, in terms of the personal data we hold, our data retention schedules support the University to monitor and maintain compliance with the storage limitation principle under the General Data Protection Regulation (GDPR). The storage limitation principle states that we must not keep data longer than necessary for the purposes for which it was collected.

Below are links to further information about the retention of certain types of data:

+ Expand All

STUDENT RECORDS

PERSONNEL

FINANCE

Region 3

Contact us

Email: information.compliance@admin.ox.ac.uk

Tel: (01865 2)70285

Region 4

Was this page useful?

YES

NO

CONTACT US

The Information Compliance Team

University of Oxford

University Offices

Wellington Square

Oxford OX1 2JD

Tel: 01865 2(7)0285

QUICK LINKS

GDPR and the University

Gifts and hospitality policy

ICO registration

Photography guidance

The Prevent Duty

Retention schedules

Submit an FOI request

RELATED CONTENT

Council Secretariat

Governance

Legal services

Personnel services

Proctors

ACROSS THE UNIVERSITY

Jobs

HR Self-Service login

Professional development

Access guide

Searchable map

Nexus email login

Term dates

Page layout - 1

- Titles should align with Region 2 narrow content
- Every page should have a subtitle (homepage only exception)
- Subtitles should be a single sentence, which does not end with a full stop
- Main content area generally set to “narrow” (WYSIWYGs, accordions) – this improves readability
- Grids and tabbed content can be wider than WYSIWYGs if it improves the display and makes them easier to use – no need to set them narrow (not everything has to align!)

Staff Gateway

WORKING AT OXFORD STRUCTURE & ORGANISATION RESEARCH & TEACHING SERVICES & TOOLS A TO ZS

🏠 > This page is a test page

narrow content area

This page is a test page

This is the subtitle of the test page, where we are testing some item styles

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

H2 Lorem ipsum dolor sit amet

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Information Cards

[See all](#)



Listing items 1

Listing item 1 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud



Listing items 2

Listing items 2 text lorem ipsum and so forth. Ut enim ad minim veniam, quis nostrud



Listing item 3

Listing item 3 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud



Listing item 4

Listing item 4 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud

Page layout - 2

- Don't overwhelm the user – just because you can put a table into a tab into an accordion doesn't mean you should.
- Ask yourself “Would I want to read this? Does it look ok on my phone? If somebody was reading it over my shoulder could they find the information?”
- Use top and bottom margins to improve spacing between content – and be consistent

| | | | |
|---|--|-------------------------------------|--------------------------|
| 4 | Complete risk assessment | ☑ Required for fieldwork | ☑ Required |
| 5 | Fieldwork safety and training | ☑ Required for fieldwork | ☑ Required for fieldwork |
| 6 | Arrange travel insurance | ☑ Required for high risk activities | ☑ Required |
| 7 | Check expenses allowances and advances | ☑ Required | ☑ Required |

1. DEPARTMENT APPROVAL 2. COUNTRY GUIDANCE AND VISAS 3. TRAVEL HEALTH 4. RISK ASSESSMENT 5. FIELDWORK SAFETY 6. TRAVEL INSURANCE 7. EXPENSES

Country guidance

Check in good time if

- it is safe to travel - see the
- you are travelling to a known territories where there are
- you are travelling to a country (Ukraine), Cuba, Syria, Nor

If necessary, tabs can be set to “standard” rather than “narrow” width, however the width of the WYSIWYG within it should then be changed from “standard” to “narrow” to make it easier to read

ACCORDION SECTION 1

A line of text

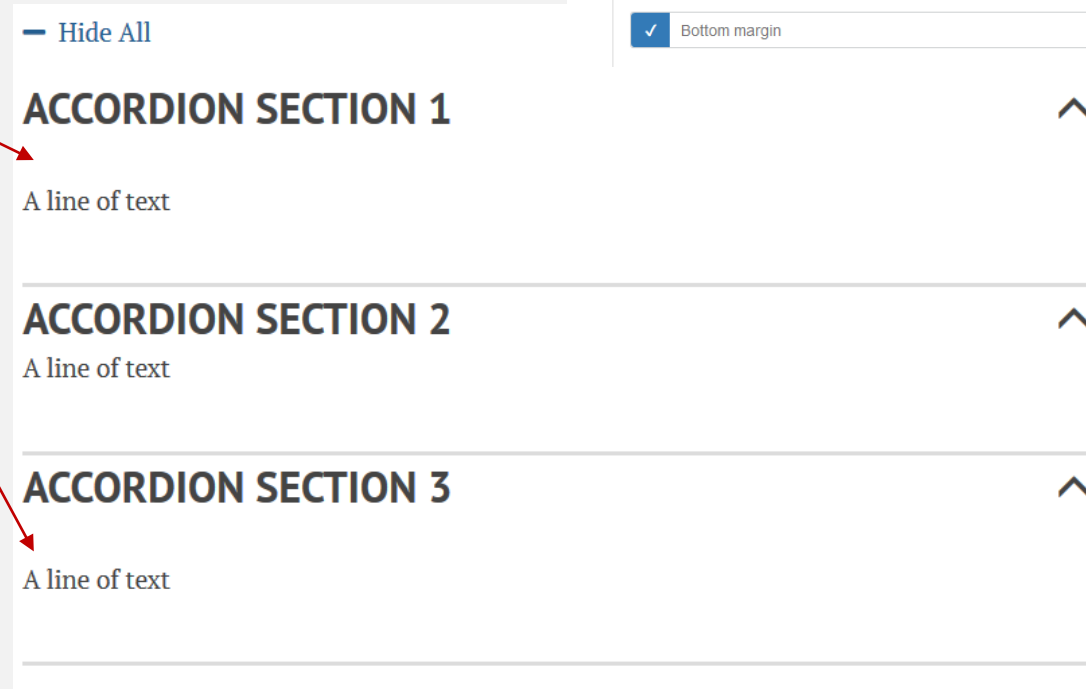
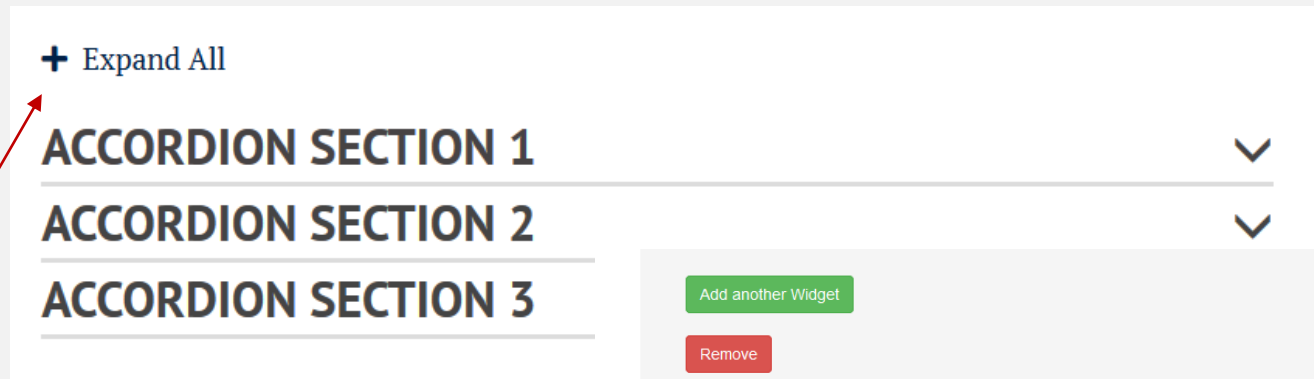
ACCORDION SECTION 2

A line of text

WYSIWYGs within accordions should have a margin above and below to give the text space. But most importantly, ensure you are consistent in whether you have margins

Accordions layout

- If you have an accordion of three or more sections you should provide the user with an 'Expand all' button
- UAS style is to use top and bottom margins on the WYSIWYGs in an accordion to improve spacing
- Note that the Mosaic default is the top margin turned off, so it should be turned on when new sections are added
- But most of all, be consistent in whether they are on or off – don't mix your margins

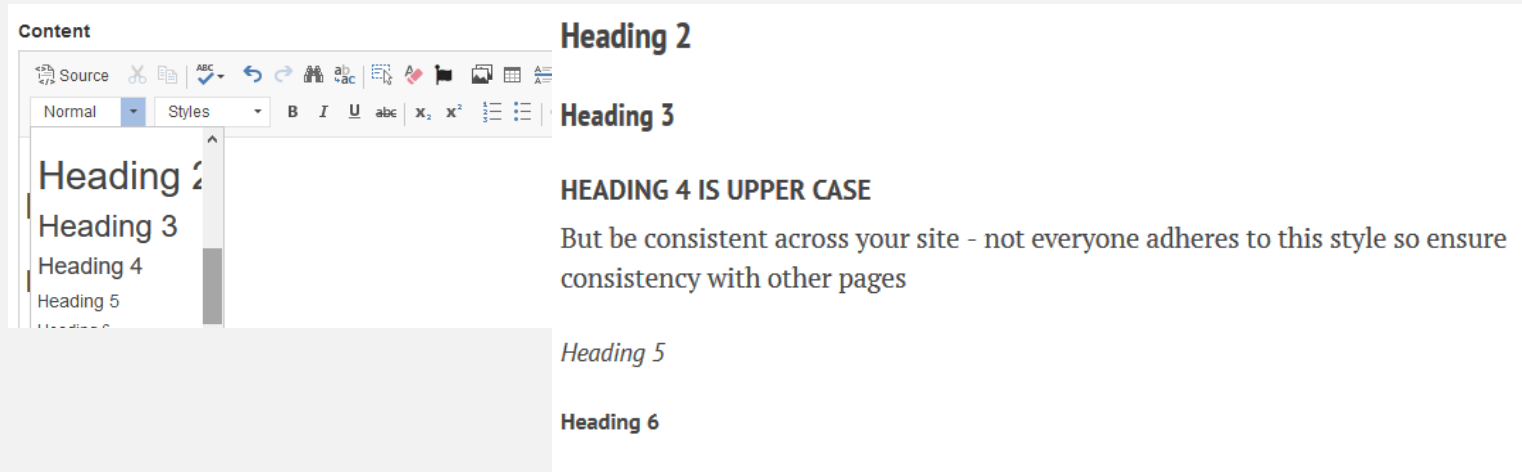


Text in a WYSIWYG

- Do not underline text
 - If a user sees underlined text they expect it be a link, so do not underline for emphasis
- Do not use italics as a way to make content stand out
 - Some users find italics harder to read
 - Use only in certain contexts
 - Find other ways to highlight the text if needed
- Use the 'headings' styling to structure your content
- Do not centre-align text in a WYSIWYG
- Do not use a tag or try to use different colours to highlight content

You must not underline content – visit [our information page](#) to find out why

- German nationals can use their ID card (*Personalausweis*).
- Source: ed. B Harris, *History of the University of Oxford*, Volume V, p. 19

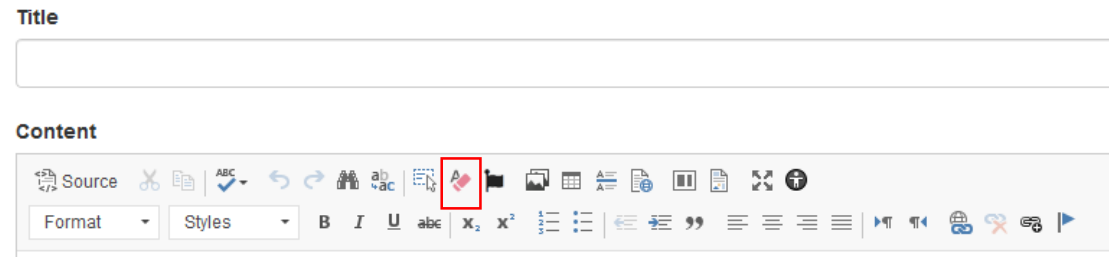


The screenshot displays a WYSIWYG editor interface. On the left, a 'Content' sidebar shows a list of heading styles: 'Heading 2', 'Heading 3', 'Heading 4', 'Heading 5', and 'Heading 6'. The main editing area shows the application of these styles. 'Heading 2' is shown in a large, bold, black font. 'Heading 3' is shown in a smaller, bold, black font. 'Heading 4 IS UPPER CASE' is shown in a small, all-caps, bold, black font. Below it, a paragraph of text reads: 'But be consistent across your site - not everyone adheres to this style so ensure consistency with other pages'. 'Heading 5' is shown in a small, italicized, black font. 'Heading 6' is shown in a small, bold, black font. A toolbar at the top of the editor contains various icons for text formatting, including bold, italic, underline, and font color.

Strip formatting

- When copy/pasting content from Word into Mosaic, make sure to strip the formatting completely
 - Either use ctrl+shift+V
 - Or use the strip formatting button in the WYSIWYG toolbar

Widget type: WYSIWYG content area



- Otherwise you might end up with different fonts and colours that are being copied over from Word

Links

Accessibility legislation requires that

- Links within text be descriptive
- Link text not be the same when the destination page is different (this excludes Calls to action in grids/lists)
- Have links open in the same tab except when
 - you are linking to something that's not a webpage (a PDF or similar)
 - the user is in the middle of a process, and the link leads to background information the user should refer to (for example selection criteria or policies)
 - You are linking away from your site, but you expect the user to continue browsing your site

Use

- to find out more visit our ABC page

Don't use

- to find out more click here
- to find out more visit <https://communications.admin.ox.ac.uk/>

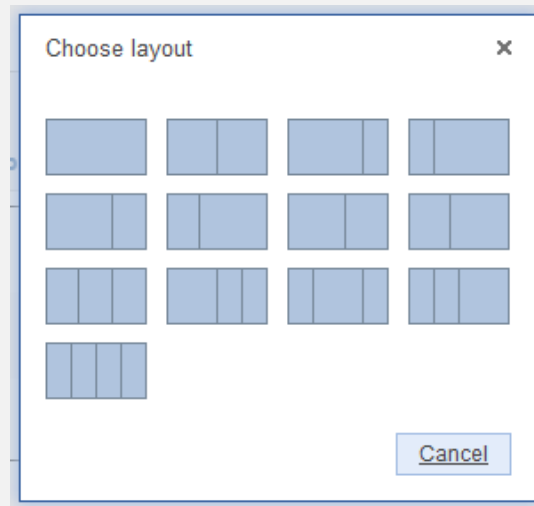
Example of links which would not be acceptable

- See how Google displays search results for Oxford
- See how Bing displays search results for Oxford

Tables

- Where possible try not to use tables as they are less accessible to some users
- Consider whether the content could be presented in a different way
- If using a table, ensure it is properly constructed with headings for the rows and/or columns
- Don't use tables just to space out content - use the layout option, or list styles instead
- Don't set a width or height for the table, or individual rows/columns/cells – the table won't resize properly on mobile

| | | | |
|------------------------|------|-------|-------------------------|
| <div>remove edit</div> | | | Layout option |
| one | four | seven | |
| two | five | eight | |
| three | six | nine | |
| one | four | seven | Bullet-less list option |
| two | five | eight | |
| three | six | nine | |



Content

```
1 <table border="1" cellpadding="1" cellspacing="1" width="600px">
2   <tbody>
3     <tr>
4       <td class="rtecenter">one</td>
5       <td class="rtecenter">four</td>
6       <td class="rtecenter">seven</td>
7     </tr>
8     <tr>
9       <td class="rtecenter">two</td>
10      <td class="rtecenter">five</td>
11      <td class="rtecenter">eight</td>
12    </tr>
```

List styles

Use the link list style for lists of links

- In main body text
- Popular links on homepage
- Related links in right-hand-column

Process list style (ordered list)

- Processes (either linking to tabs or series of pages)

Normal list styles

- Bullet points in main body text
- Text following a bullet point should normally **not** end with a full stop or semi-colon

Popular links

- > Link 1
- > Link 2
- > Link 3

- > Link 4
- > Link 5
- > Link 6

Three-column-link-list

- > Link 7
- > Link 8
- > Link 9

- 1 Before you start
- 2 Obtain Quotations or Tenders
- 3 Order via Oracle financials
- 4 Order with credit card/petty cash
- 5 Receive/Reject Goods or Services
- 6 Process invoices
- 7 Making payments

One-column-process-list

Related links

- > Some link
- > A popular link
- > Something important
- > Content elsewhere

One-column-link-list

H3 Duis aute irure dolor in reprehenderit

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do labore et dolore magna aliqua. Ut enim ad minim veniam, quis laboris nisi ut aliquip ex ea commodo consequat.

- Duis aute irure dolor in reprehenderit in
- voluptate velit esse cillum dolore eu fugiat nulla pariat incididunt ut labore et dolore magna aliqua
- excepteur sint occaecat cupidatat non proident

Sentences after bullet points
should not end with a full stop

Capital letters

- When using ‘mixed case’ only the first letter of a title should be a capital letter, except for proper nouns

EU/EEA staff Brexit information

The Home Office have published details about how EU citizens and their families can obtain settled status in the UK

EU Settlement Scheme

The aim of the scheme is that "EU citizens living in the UK, along with their family members, will be able to stay and continue their lives, with the same access to work, study, benefits and public services that they enjoy now. Existing close family members living overseas will be able to join them here in future".

Related pages

- [Oxford and the EU: staff Q&As](#)
- [Conversations about Brexit](#)

Living in Oxford

Find clubs, museums, parks, theatres, festivals and other activities that are happening in Oxford

[+ Expand All](#)

UNIVERSITY CLUBS AND SOCIETIES



COURSES AND LECTURES



FESTIVALS AND EVENTS



MUSEUMS AND LIBRARIES



MUSIC



Events

Information about events in and around Oxford can be found in

- [The Oxford Times](#)
- [Oxford Mail](#)
- [Daily Info](#)
- [Oxford City Council's website](#)

Travelling for work

Use this step-by-step guidance when you plan and carry out a research trip or business travel

Please allow enough time to complete the necessary pre-travel planning steps.

Complex trips abroad, working in remote areas or involving high risk activities, may take a number of weeks or months to organise.

Related links

- [Travel expenses guide](#)
- [Travel insurance](#)

Upper case

Which items are written in upper case?

- Navigation items level 1 (automatic)
- Left hand navigation (automatic)
- Tab section titles
- Accordion section titles
- All buttons: in WYSIWYGs, cards, tiles, etc
- Subheadings level 4
- Footer headings

Staff Gateway

WORKING AT OXFORDSTRUCTURE & ORGANISATIONRESEARCH & TEACHING

[Home](#) > [STRUCTURE & ORGANISATION](#) > **Governance**

Do not use caps when building your navigation, as this will result in capitalised breadcrumbs. Nav items will be capitalised automatically.

14 Feb

Event item 1
Lorem ipsum event text
Wellington Square

SIGN UP >

ACCORDION SECTION 1

ACCORDION SECTION 2

H4 LOREM IPSUM DOLOR SIT AMET

Lorem ipsum dolor sit amet sed do eiusmod tempor incididunt ut labore et dolore magna aliqua

LOREM IPSUM TABDOLOR AMET TABMINIM VENIAM

This is tab number 1
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla officia deserunt mollit anim id est laborum.

Listing items 1
Listing item 1 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

READ MORE >

SIGN UP NOW >

CLICK THIS >

CONTACT US
University of Oxford
Public Affairs Directorate
University Offices
Wellington Square
Oxford OX1 2JD
Tel: 01865 (2)70000

QUICK LINKS
Finance A to Z
Expenses guide
Travel Insurance

RELATED CONTENT
Childcare Services
Safety Office
Equality and Diversity Unit
Oxford Learning Institute

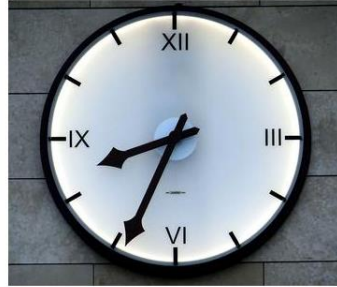
ACROSS THE UNIVERSITY
Jobs
Access Guide
Searchable map
Nexus email login

Images

- Don't use images to "give the page some colour" or because "my line manager wants more images"
- Images should always have a function, and tell the user something
- **Avoid meaningless images at all costs**
- Sites which are more outward-facing so require a 'visual identity' for marketing purposes can be accommodated, but discuss this with the UAS Comms/Project team first
- Don't be afraid of empty white space – a neat, well presented, site is more visually appealing than a site cluttered with images
- Users are attracted to use sites where they can find content – don't let images get in the way of this
- Ensure you are not breaching copyright when using any images, and give the necessary credit

Opening hours

The times at which the Iffley Road Sport Centre, swimming pool, gym and track are open in the next three weeks



CENTRE OPENING HOURS

These images add nothing to the information being delivered.

Tier 2 & Tier 5 visa conditions leaflet



DOWNLOAD THE LEAFLET (PDF, 349KB) >

This image gives a message - "Look how happy the kids in our nurseries are!"

More administrative content is still displayed with information cards, using icons, for a clean and consistent approach and to avoid a "stock image" look

Childcare Services

NURSERIES APPLICATIONS FINANCE ADDITIONAL CHILDCARE ABOUT US



Nurseries

Find out more about the different nursery options

READ MORE >



Applications

Check your eligibility, find out more about the application process and apply here

CHECK NOW >



Finance

Find out more about fees, funding and paying for childcare

READ MORE >



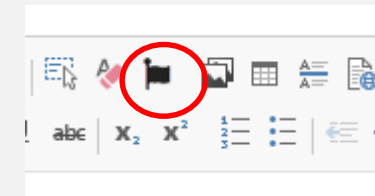
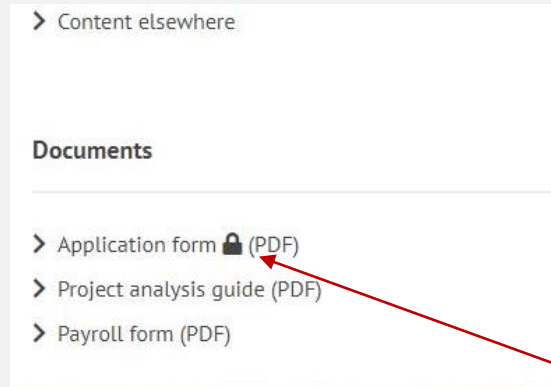
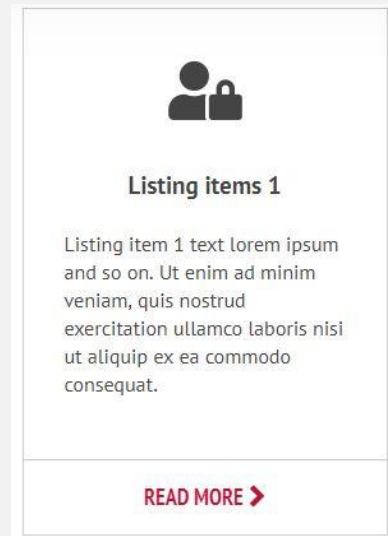
Additional Childcare

The University of Oxford has links with a number of organisations across the city, from babysitting services to school holiday and sports camps

READ MORE >

Images - icons

- We are using Font Awesome 5 Free
- The Pro version is not available due to licensing issues
- Icons are mainly used in information cards, but can also be added to news items as a listing image
- More icon images can be uploaded individually, please follow the specifications
- Do not upload icons in any other colour than #444444
- You can also add an icon into text via the WYSIWYG editor



Padlock icon is added via the WYSIWYG editor.
Don't use icons for decoration, only if they have a function.

Icon image specs:

The images are in PNG format, 500 x 500px each, colour #444444 with transparent background.

They are laid out in a 500px square canvas, with an icon area of 450x450 - the icons are centred in the middle and are either 450 high (for portrait icons) or 450 wide (for landscape icons).

The necessary SVG files can be downloaded from the [Font Awesome website](https://fontawesome.com/).

Images - accessibility

- Using images is often not an ‘accessible’ way of providing information.
- A picture only ‘speaks a thousand words’ if you can see it – make sure non-sighted people can use your site
- Images should be in addition to, rather than instead of, information in text form
- Images must always have a meaningful ‘alt text’ added which describes the content of the picture and is used by screen readers

Next click the button highlighted in the image below:

Widget type: WYSIWYG content area

Title

Content

Source

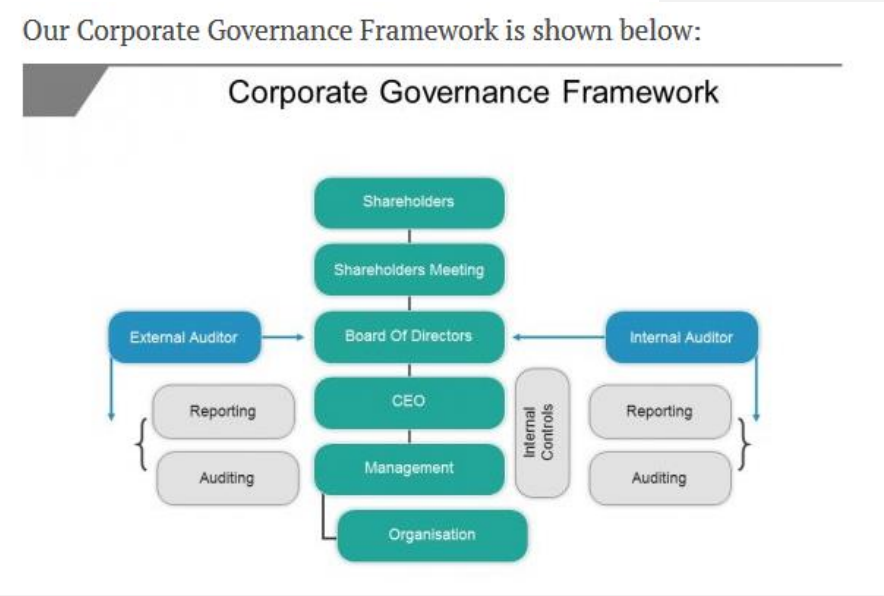
Format

Styles

B I U abc x₂ x²



- Suitable alt text:
- Oxford University Women's Basketball Team playing at the Iffley Road Sport Centre
- Unsuitable alt text:
- Basketball
 - Basketball action shot
 - basketball-action-shot-1-310x207.jpg



View Edit Delete

Replace file

Browse... No file selected.

This file will replace the existing file. This action cannot be undone.

Read documentation on image dimensions

More information

Name *

basketball-action-shot-1.jpg

Keep original filename

Focal Point

Click and drag the crosshair to target the most important portion of the image.

Sort order *

1

File properties

Destination

Destination: Public files

URL path settings

Automatic alias

User information

Associated with ots0862

Alt Text *

Oxford University Students playing basketball at the Iffley Road Sport Centre

Title Text

Oxford University Students playing basketball at the Iffley Road Sport Centre

Freetext tag

Right-hand column

- WYSIWYGs here always use the “alternative” font styling
- Separate headings from content with horizontal lines (don’t do this in Region 2)
- Use CTA button for main download or other activity
- Use a teal button style for system log-ins
- For links to documents, use a link list and add file type to the link title (eg PDF)
- Indicate SSO documents with padlock
- Leave WYSIWYGs you don’t need completely empty, so they won’t show

System log-in buttons

LOGIN

Contact us

Secretariat

Maria Someone


+44 (0) 1865 2 77777

admin@admin.ox.ac.uk

Related links

- › Some link
- › A popular link
- › Something important
- › Content elsewhere

Documents

- › Application form  (PDF)
- › Project analysis guide (PDF)
- › Payroll form (PDF)

Call to action

The call to action button takes you to a course you want to sign up for or a login page for a system you want to use.

SIGN UP NOW >

Left-hand navigation

- Only use left-hand navigation for pages that don't appear in your main menu
- Landing pages do not require a left-hand navigation
- If you do turn on the left-hand navigation it is OK to change the width of the widgets in Region 2 so they are not narrow

◀ PAYROLL

APPRENTICE GRADE

GRADES 1-5 ▶

GRADES 6 & ABOVE

SALARY SCALES

CLINICAL ACADEMIC & RELATED

NOTES ON CHANGES

ALLOWANCES & REWARDS

Salary Scales

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Here's a [link to something](#) ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie

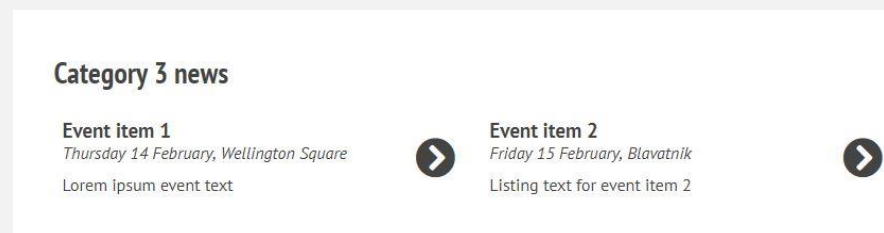
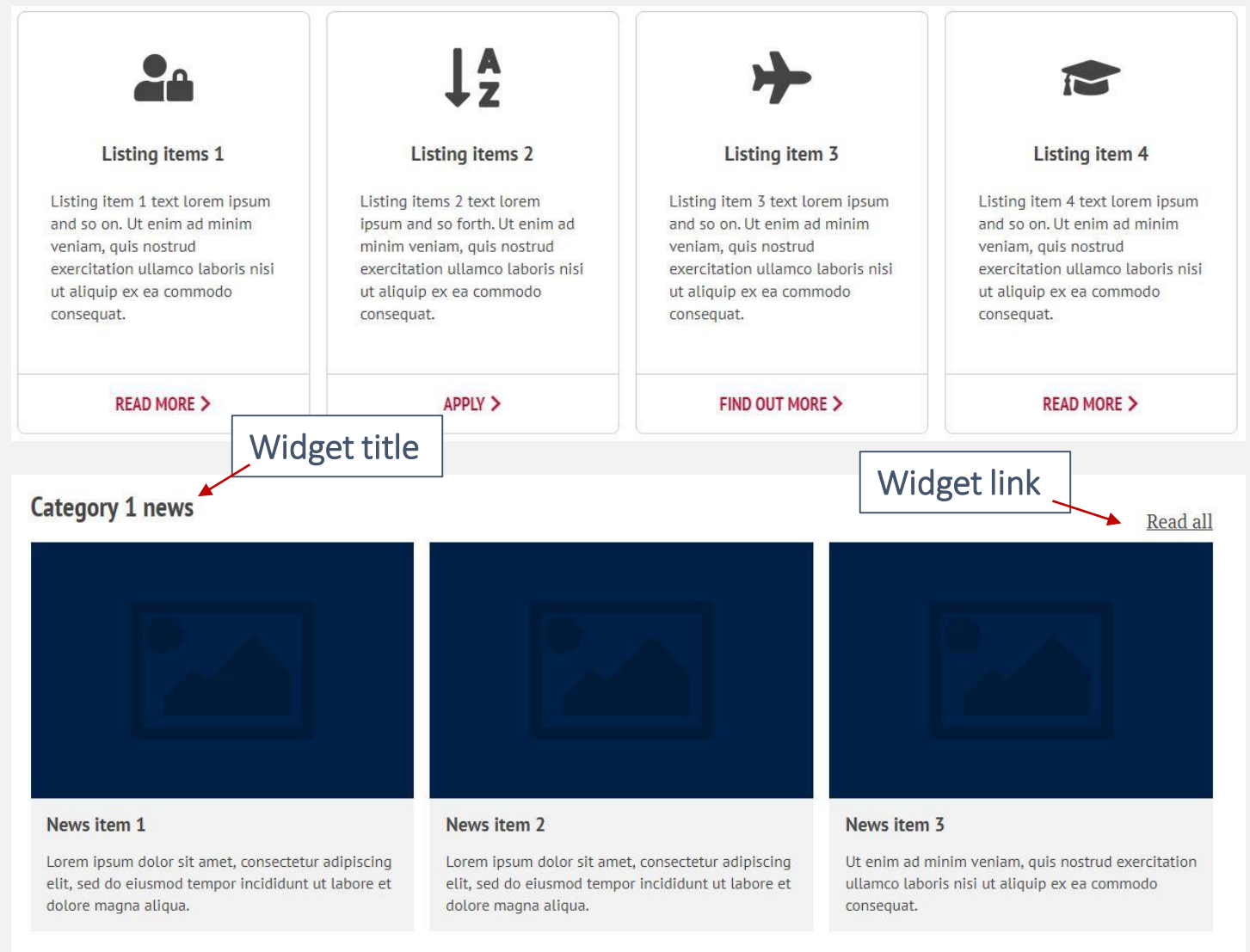
- Lorem ipsum dolor sit amet
- Consectetuer adipiscing elit, sed diam nonummy

Switch on/off the left-hand navigation in the details tab of your page

☒ Hide sidebar menu?

Grids and listings

- 3 or 4 items per row look best
- Always use the information card item style, unless it's a news, event or person listing (or you have a visual site)
- Do not add widget titles (unless you have more than one grid on a page, eg a news listing page)
- “Read all” widget link can be added if necessary
- Select style that doesn't show images/icons if you don't have sufficient/suitable images



Button styles

Red call to action (CTA)

- Use “fill” version for main, high priority calls to action on the page
- Use “outline” version for medium priority calls to action

Teal buttons (mainly for systems)

- Use “fill” version for most important system log-in
- Use “outline” version for medium priority links

Always to try to provide a CTA on information cards. Tiles with news or events can have a CTA, a label (teal) or neither.

Call to action

The call to action button takes you to a course you want to sign up for or a login page for a system you want to use.

SIGN UP NOW ➤

CLICK THIS ➤

System log-in buttons

LOGIN

LOGIN

Banner widget title

New fitness courses now available at Iffley Road Sports Centre

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure **dolor in reprehenderit** in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

SIGN UP NOW ➤



Listing items 1

Listing item 1 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

READ MORE ➤

CTA (hyperlinked)

Label (no link)

14 Feb

SIGN UP ➤

Event item 1

Lorem ipsum event text

Wellington Square

15 Feb

FREE

Event item 3

















Event number 3

Said Business School

Calls to action

Calls to action and buttons

- Try to make them descriptive and interesting, and avoid repetition

| | | | |
|---|--|--|---|
|  HR news READ MORE > |  Contacts READ MORE > |  Flexible working READ MORE > |  Reward READ MORE > |
|  Staff benefits READ MORE > |  Sickness absence READ MORE > |  Leave READ MORE > |  My Family Care READ MORE > |
|  Green Travel Fund One of the ways we encourage staff to choose more sustainable travel options is by providing financial support for departments and buildings through the Green Travel Fund. FUNDING OPPORTUNITIES > |  Working with our partners The Travel team works with local authorities and a wide range of partner organisations on transport issues that affect the University, and to improve the travel experience for our staff and students. WORK WITH US > |  University parking permits If you want to park on University property you will need a valid permit. TRAVEL BY CAR > |  Season ticket loan The University provides interest-free loans to help you buy season tickets for buses and trains. APPLY > |
|  Transport Strategy Why the University needs a Transport Strategy READ MORE > |  Get cycling There are lots of ways to make the most out of being a cyclist in Oxford START RIDING > |  Rail travel discounts You can get 15% off rail travel to Oxford station with Great Western Railways (GWR) through the University's train pass scheme. TAKE THE TRAIN > |  Bus travel discounts Get up to 10% off the cost of travel on particular routes run by Oxfordshire bus companies through the University's bus pass scheme. TRAVEL BY BUS > |

Background colours

Generally, do not use widget background colours.

Exceptions only on homepage (colour is part of the agreed style sheet – f2f2f2 -

- Popular links WYSIWYG
- Mission statement WYSIWYG

- Alert messages and info boxes can be included in WYSIWYGs (insert via snippets tool). Please use with care!

Popular links

- Link 1
- Link 2
- Link 3
- Link 4
- Link 5
- Link 6
- Link 7
- Link 8
- Link 9

- Warning alert snippet (icon and colour non-configurable)

Only use for severe system outages or similar!

Warning: Your Warning Title


Warning goes here

H4 LOREM IPSUM DOLOR SIT AMET

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H6 Lorem ipsum dolor sit amet

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**Notice: Your Information Title**

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Information also has a background colour and colour notation

Use this in alternate colours to distinguish from other notices

Snippet tool

[illegible]

Feedback option

- Option for users to give feedback on the content
- This should be turned on for most pages
- Can be turned on 'site-web' and then switched off when inappropriate
- Responses are collected via Manage content > Site-wide content > Feedback

University of Oxford | ADMISSIONS | RESEARCH | NEWS & EVENTS | ABOUT

Staff Gateway | Oxford Students | Alumni | Login

Compliance

HOW WE USE YOUR DATA | SUBMIT AN INFORMATION REQUEST | POLICIES & STATEMENTS | **STAFF GUIDANCE ON DATA PROTECTION** | ABOUT

Home > Staff guidance on data protection > Retention schedules

Retention schedules

How long the University will retain different categories of data

Data retention refers to the length of time data will be actively retained by the University before it is destroyed, archived or anonymised.

The University's data retention schedules set out the period of time that categories of data held by the University will normally be kept. Presenting retention periods in a schedule format and on the basis of applicable legal or regulatory requirements, recognised good practice or internal policy, provides a systematic, accountable and transparent approach to data management and compliance.

Importantly, in terms of the personal data we hold, our data retention schedules support the University to monitor and maintain compliance with the storage limitation principle under the General Data Protection Regulation (GDPR). The storage limitation principle states that we must not keep data longer than necessary for the purposes for which it was collected.

Below are links to further information about the retention of certain types of data:

- + Expand All
- STUDENT RECORDS
- PERSONNEL
- FINANCE

Was this page useful?

CONTACT US
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University of Oxford
University Offices
Wellington Square
Oxford OX1 2JD
Tel: 01865 270285

QUICK LINKS
GDPR and the University
Gifts and hospitality policy
ICO registration
Photography guidance
The Prevent Duty
Retention schedules
Submit an FOI request

RELATED CONTENT
Council Secretariat
Governance
Legal services
Personnel services
Proctors

ACROSS THE UNIVERSITY
Jobs
HR Self-Service login
Professional development
Access guide
Searchable map
Nexus email login
Term dates

Building navigation

- When building your navigation in the “Main Menu” settings, make sure to always use the content nodes as links, not the URLs of pages
- Otherwise the navigation does not work consistently (hover/selected behaviour) and may break if content moves or aliases are changed
- Do not use the main navigation to link out to other sites
- UAS Comms can switch of the mega menu and the sticky navigation if required
- Breadcrumbs are built via the navigation – these are important for users’ orientation so all pages should be built in to the navigation, even if they are disabled so do not appear in the main menu

PDF accessibility

- PDFs are usually less accessible than webpages
- Before adding a PDF, question whether you could present this information as a webpage instead
- Any new PDFs must meet accessibility requirements
- Older PDFs must be made accessible when they are updated
- Things you can do are
 - Mark headings correctly
 - Create bookmarks
 - Use list tags
 - Use descriptive link text
 - Provide headers or footers
 - Mark columns correctly
 - Tag images with alternative text
 - Make tables accessible
- See the guidance document [Create accessible PDFs from Word documents](#)

Content behind SSO

- Do not put webpages behind SSO unless there is a strong reason for them to be there
 - Content behind SSO slows down performance of Mosaic
 - Asking users to log-in slows down their browsing experience
- Do not put documents behind SSO on Mosaic
 - Host them on Sharepoint, and link to them there - there is a UAS websites subsite for this purpose
 - This is more secure and doesn't affect Mosaic's performance
- See the guidance document [SSO guidance for UAS editors](#)

Guidance documents

Found via [Communications website](#)

- Mosaic Manual
- UAS web style guide
 - For example how to format times and dates, or the correct way to capitalise and hyphenate Pro-Vice-Chancellor
- Writing content for UAS websites
- SSO guidance for UAS editors
- Image, video and iframe management in Mosaic
- Create accessible PDFs from Word documents