



## Chapter 5 Student personal data: capture, retention and disposal

### 1. Introduction

- 1.1 The University is committed to ensuring that the personal information of all Students is handled in accordance with the principles of current Data Protection legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018 and other relevant related legislation (“Current Data Protection Legislation”). Students’ personal data is held for the purposes set out in full in the [University’s Privacy Notice](#).
- 1.2 These purposes include:
  - x Maintenance of a Student’s record (including personal and academic information)
  - x Management of academic processes (including teaching, assessment and the conferment of awards)
  - x Provision of support
  - x Management of University owned and sourced halls of residence
  - x Management of disciplinary processes.

### 2. Disclosure of examination and assessment results to Students

- 2.1 This section sets out the agreed policy on the disclosure of examination and assessment results to Students. The Code of Practice below satisfies the legal



- 2.1.3 The assessment and grading of Student performance, and decisions about intermediate and final awards, are the responsibility of the relevant Assessment Boards.
- 2.1.4 The results awarded to Students for each individual assessment will be determined in accordance with the University and subject regulations.
- 2.1.5 As soon as possible after Assessment Board meetings, candidates will be informed of the final results which they have achieved in individual assessments.
- 2.1.6 The notification of examination results to Students does not imply any element of negotiability regarding those results, nor is it related to the formal procedures which exist for the review of Assessment Board decisions. Staff must not discuss with Students the proceedings of Assessment Boards.
- 2.1.7 Except for data determined and stored from previous Assessment Board meetings, no final examination or assessment results should be subject to automated data storage. No 'new' final examination or assessment results should be placed on a machine automated file prior to 40 calendar days before the date on which an Assessment Board is to consider such assessment.
- 2.1.8 By making final stage results available to candidates under the standard procedures set out above, the University would expect to minimise requests on other occasions for access to machine- stored data. Adherence to the directions in paragraph 2.1.7 above will mean that information available to individuals through such applications will only be that which has been formally considered and presented to an Assessment Board.
- 2.1.9 Applications by data subjects for access to machine-stored data otherwise than under the standard procedures set out in paragraphs 2.1.1 to 2.1.5 above will be dealt with as they arise. A person may only apply for access to their own examination data, subject to exemptions within data protection legislation. Applications must be made in writing to the Information Governance team via [dataprotection@dmu.ac.uk](mailto:dataprotection@dmu.ac.uk).







## 5. Retention and disposal of Student records

- 5.1 All records kept by the University are held in accordance with the [Records Retention Policy](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/records-management/records-management.aspx) held by the Information Governance Manager and available on the University website here: <https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/records-management/records-management.aspx> . Most records with regard to Students are retained for a minimum of six years after graduation, dismissal or withdrawal from the University. Records may be kept longer than this minimum if there is a legitimate and reasonable business need for the University to keep such records.
- 5.2 If, after six years, a Student's record is destroyed, the individual Student's final transcript and assessment board minutes will be retained to enable the University to verify a Student's achievements.

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