

**1. Principles**

- 1.1. We value our reputation as a higher education institution that delivers high quality academic awards and student experience. This Policy allows us to ensure that sensitive and confidential documents are handled appropriately so that we can safeguard the academic standards of our awards.
- 1.2. This Policy explains how we handle, store, and destroy hard copy documents.
- 1.3. Our approach to handling confidential and sensitive documentation is:
  - a. Clear and accessible. This means this Policy is widely available and written in such a way that you should not need additional support in understanding what confidential and sensitive documents are, how we handle, store, and dispose of them.
  - b. Confidential, impartial, and fair. This means that we handle all sensitive and confidential documents with the utmost respect and ensure that those making decisions regarding retention, storage and destruction have no reasonable perception of bias or conflict of interest. Staff or students found to be in breach of this policy may be subject to disciplinary action.
  - c. Timely, flexible, and proportionate. This means that we will handle documents in a secure way, sharing them only where there is a legitimate need, storing them only as long as is necessary, and destroying them in a timely way.
  - d. Embedded and informative. This means we will use the experience of handling sensitive and confidential documents to inform enhancements and improvements to our processes. We do this through our formal committees.
- 1.4. Sensitive and confidential documentation includes all paperwork containing confidential and/or sensitive student, staff or academic related information. This includes, but is not limited to:
  - a. Assessment Board reports,
  - b. Draft Assessment briefs,
  - c. Examination answer guides,
  - d. Confidential emails,
  - e. Paperwork containing personal details or information relating to students or staff,
  - f. Research participant information.
- 1.5. Sensitive and/or confidential documents must be kept securely and never left unattended.
- 1.6. Sensitive and/or confidential documents to be destroyed should be shredded immediately or stored in confidential (red) waste bags under secure conditions. Storage of such waste bags should not be for any longer than is necessary. Estates and Facilities should be contacted at [FacilitiesHelpdesk@regents.ac.uk](mailto:FacilitiesHelpdesk@regents.ac.uk) at the earliest opportunity to remove waste bags. Students and/or visitors should not have access to areas where confidential waste sacks are stored. Where confidential waste bags are not available, the documents for destruction should be stored securely and Estates and Facilities contacted for a supply of confidential waste bags.
- 1.7. Waste bags collected by Facilities Assistants should be taken to a designated secure, locked room on campus to be placed in a padlocked metal cage. Access

to the room is restricted: Facilities Assistants should sign the access key out from the Security Office. Confidential waste bags are stored securely until collected by our waste contractor. On arrival to campus, Facilities Assistants will escort waste contractors to the secure room. Waste bags are loaded by the contractor and removed from site. A receipt for received waste bags must be provided by the Waste Contractor to confirm the number of bags taken. A Certificate of Destruction must be emailed to the Estates and Facilities Management team to confirm confidential disposal.

- 1.8. Concerns or doubts about the security of a confidential waste bag should be reported to the Estates and Facilities Management team as a matter of urgency, and the bag in question should not be used.
- 1.9. Green waste bags in print rooms and besides printers are for recycling only and are not for use to dispose of confidential or sensitive documents.
- 1.10. The success of this Policy is monitored annually by Quality Committee on the basis of the number (reduction of) cases where sensitive/confidential information has been inappropriately disclosed.
- 1.11. The applicability of this Policy under the University's Collaborative Provision arrangements is detailed in Schedule A.

## **2. Schedule A**

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

### **DOMUS Academy**

2.1. This policy is not applicable to Domus Academy students. Students should refer to Domus Academy's policies for applicable policy.

### **Istituto Marangoni (London)**

2.2. This Policy is not applicable to Istituto Marangoni London students. Students should refer to Istituto Marangoni London's Policies for applicable Policy.

### **Istituto Marangoni (Paris)**

2.3. This Policy is not applicable to Istituto Marangoni Paris students. Students should refer to Istituto Marangoni Paris' Policies for applicable Policy.

### **Liverpool Media Academy (LMA)**

2.4. This policy is not applicable to LMA students. Students should refer to LMA's policies for applicable Policy.

### **MACROMEDIA**

2.5. This policy is not applicable to Macromedia students. Students should refer to Macromedia's policies for applicable policy.