



Arrangement & Secure Storage of Documents Policy

@Cardiff, 2018

1.0 **Handling and Storage of Personal Data**

TSMR will treat all personal information in a confidential manner and application forms will be shared only with those staff involved in the admissions process. However we may share the information with relevant educational bodies, examination boards, previous educational establishments, student support assessment bodies such as Local Education Authorities and the Student Loans Company and (in the case of international applicants) the British Council or appropriate agency.

We may pass this information as appropriate to these and other outside organisations, including the police, government, and other institutions in order to prevent or detect fraud.

This information may also be used by TSMR to undertake research or to plan or improve our services. In addition, we may advise you of other study opportunities and services provided by TSMR and its partner organisations.

Application forms and associated documentation for applicants who either do not accept an offer or are not made an offer of place at TSMR are kept for a period of no more than one full application cycle following the original target intake date. This is to assist applicants who may wish to re-apply.

Application forms and associated documentation for applicants who take up a place on in TSMR are transferred to the Academic Registry to form part of the enrolled student file. Enrolled student files are kept for the duration of the course and for up to seven years after a student leave TSMR.

1.1 **Storage and Handling of Data relating to Criminal Conviction Disclosures and Disclosure information**

All individuals or organisations using the Criminal Records Bureau (CRB) Disclosure Service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice.

As an institution, we may where necessary, use the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust. In that case TSMR will comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. TSMR will also comply fully with its obligations under the UK Data Protection Law and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Disclosure information will never be kept on an applicant's, students or employee's personal file and will always be kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who

are entitled to see it as part of their duties.

In accordance with section 124 of the (UK) Police Act 1997, Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. TSMR will maintain a record of all those to whom Disclosures or Disclosure information has been revealed. TSMR recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given. Once a recruitment (or other relevant) decision has been made, TSMR will not keep Disclosure information for longer than is absolutely necessary. This is generally for a period of up to six months following the commencement of a course of study or a contract of employment, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, TSMR will consult the appropriate CRB about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Once the retention period has elapsed, TSMR will ensure that any disclosure information is immediately appropriately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). TSMR will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. Notwithstanding the above, TSMR will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

TSMR will not act as an umbrella body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations).

1.2 Misrepresentation of Information on Application Forms

Applicants who deliberately misrepresent material information in their application will have their application cancelled or, if enrolled, will have their contract and membership with TSMR terminated.