



Policy for handling sensitive and confidential University documents

Author: Deputy Registrar

**Approved by: Senate Quality Assurance Enhancement Committee on
17th June 2015**

Version: 1

Policy for handling sensitive and confidential University documents

1. Aims & objectives

The aim of this policy is to safeguard the academic standards at Regent's University London (Regent's).

The objective of this policy is to safeguard the integrity of assessments and other confidential information at Regent's, by ensuring that hard copies of confidential University documents are stored securely and that confidential documents are disposed of in a timely and secure manner.

2. Guiding Principles

The policy for handling sensitive and confidential University documents is concerned with ensuring academic standards at Regent's. As such, the policy aims to be transparent and collaborative, and enhance the experience of students and staff at Regent's.

3. Policy statement

Regent's University London believes that by ensuring that sensitive and confidential documents are handled appropriately; the University will be able to safeguard its academic standards.

The policy for handling sensitive and confidential University documents applies to all paperwork containing confidential and / or sensitive student, staff, or academic related information. This includes but is not limited to: assessment board reports; draft examination questions; examination answer guides; confidential emails; paperwork containing personal details or information relating to students or staff.

Staff or students found to be in breach of this policy may be subject to disciplinary action.

4. Implementation of this policy

All staff at Regent's University London are expected to be responsible for implementing this policy. This policy will be available to all staff and students and will be monitored by the Senate Quality Assurance and Enhancement Committee (SQAEC).

5. Procedure and process

Sensitive / confidential documents must be kept under secure conditions and must never be left unattended in any space.

Sensitive / confidential documents should be either shredded immediately or stored in confidential (red) waste bags under secure conditions. Students and visitors must not have access to areas where confidential waste sacks are stored. If confidential documents are stored for destruction in confidential waste bags then those waste bags must not be kept for long periods of time, and the

Estates & Facilities Assistants must be asked to remove the confidential waste bags at the earliest opportunity. This can be done by emailing the Facilities helpdesk: facilitieshelpdesk@regents.ac.uk.

Once the Facilities Assistants have collected the confidential waste, the bags must be taken to a designated secure, locked room on campus, where they are placed inside a metal cage which is padlocked at all times. To access the room, the Facilities Assistants must sign the key out of the Security office. The confidential waste bags are then stored securely until a collection is organised through the University's waste contractor. When the contractors arrive on campus they must be taken to the secure room by the Facilities Assistants, and the bags must then be loaded and removed from the site. A receipt must then be given to the Facilities Assistants by the waste contractor, confirming the number of confidential waste bags taken. A Certificate of Destruction must then be emailed to the Estates & Facilities Management team to confirm that the confidential waste has been disposed of.

This policy complements the Academic Record Retention Policy which can be found on the University intranet.

If members of staff have any doubts regarding the security of a confidential waste bag then that particular waste bag should not be used and the matter should be brought to the attention of the Estates & Facilities Management team as a matter of urgency.

Green waste bags in print rooms and beside printers are used for recycling purposes only and should not be used for the disposal of sensitive / confidential documents.

Where possible, sensitive / confidential documents should always be shredded. Shredders located throughout the University. If staff are unsure of the location of the nearest shredder, they should contact the Estates & Facilities Management team on 7500 for guidance.

6. Measurement of policy's success

The measure of success for this policy will be a reduction in the number of instances where sensitive / confidential information is inappropriately disclosed. This will result in heightened assurance that the processes underpinning the University's academic standards are efficient and fit for purpose.

7. Monitoring of the policy

Monitoring of this policy will be by SQAEC on an annual basis on behalf of Senate.

8. Review of the policy

The effectiveness of this policy will be monitored through the SQAEC on an annual basis on behalf of Senate.

Related Documents:

Academic Record Retention Policy

Facilities Intranet site:

<https://connect.regents.ac.uk/campusservices/EstatesandFacilities/Pages/default.aspx>