



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

Assessment Centre

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh

## **Data Retention and Records Management Procedure**

Assessment centre, Cardiff Metropolitan University operates as a University sub-unit and as such must comply with all University policies. This document should be read in conjunction with the corporate Records Management Policy and the Data Protection Policy:

<http://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Data-Protection---Records-Management.aspx>

### **What data does the assessment Centre gather?**

Information is gathered and held by the Assessment Centre in order to fulfil its primary function of conducting Needs Assessments for students in receipt of a Disabled Students' Allowance (DSA). The Centre is required to obtain and hold information relating to a students' personal and sensitive data. This may generally include:

- Medical records including details of diagnoses, assessments and medication
- Confirmation that the student is in receipt of a DSA
- Needs Assessment Reports conducted by the centre
- Identifying data (addresses, contact details, course details).

Data is only used for the purpose for which it is gathered. Where additional purposes are identified, for example forwarding medical information onto another University sub-unit, the student is advised of the reason for this and prior consent is obtained.

### **Why does the Assessment Centre retain data?**

The Assessment Centre is required to retain data to comply with the Department of Education and other funding body requirements and to fulfil the essential operation of producing Needs Assessment Reports.

Assessors are required to complete pre-assessment research which will include reviewing the data provided by the student pertaining to diagnosis, previous support and DSA's eligibility. This allows the Assessor to gain an understanding of the barriers encountered by the student and the impact of their disability upon their studies.

During the Needs Assessment the Assessor may take notes of the discussion; this will serve as an aid when the assessor compiles the Needs Assessment report. Information gathered at this point should only be in direct relation to the purpose of the assessment.

The Assessment Centre is required to retain data for the duration of the students course and for a period following this. This is to ensure that it is available should the student require additional support recommendations, including if they progress onto another course. In this instance a review of their DSA support is likely to be required.

#### How is data stored?

All data is retained electronically on Cardiff Metropolitan University servers.

Any transfer of data for the purpose of progressing a Disabled Students' Allowance is done via secure means, for example encryption and password protection.

#### How long is data retained for?

Data is retained for the duration of a students' course and for up to 6 years from the year of assessment. The length of term that data is retained for is based upon the last academic year in which the student received a DSA Assessment.

For example:

A student undergoes a Needs Assessment during the 1<sup>st</sup> year of an undergraduate course, the Assessment Centre will then hold data relating to that student for 6 years from that academic year. Should the student then progress onto postgraduate study after completion of their initial degree and require a review assessment then Centre will retain the data for a further 6 years following the review.

#### How is data disposed of?

All data that has been retained for the requisite time will be permanently destroyed according to Cardiff Metropolitan University policy and procedure.