

# Data Protection Unsuccessful applications policy

This policy sets out how long unsuccessful applications - staff and student - should be kept at the School and how these should be destroyed.

## Unsuccessful staff applications

Need to be kept for: 6 months after the appointment.

This allows for responses to be made to unsuccessful applicants.

Who needs to destroy:

- Human Resources
- Anyone on the panel who received a copy of the application

Destruction should be by shredding.

## Unsuccessful student applications

Need to be kept for:

- entire application:
  - UA: 2 years;
  - PA: 2 years, to allow for reapplications;
  - Widening participation: until end December that year;
  - Summer School: ;
- anonymised data for statistics: permanently.

This allows for reporting on applications to the relevant regulatory bodies and for provision of statistical information to HESA.

Who needs to destroy: ARD Admissions, Widening Participation, Summer School teams and ARD Systems.

Destruction should be by shredding/deletion of identifying data from School systems.

## Review schedule

Review interval	Next review due by	Next review start
3 years	30/09/27	01/09/27

## Version history

Version	Date	Approved by	Notes
2	24/09/18	Data Protection Officer	No changes required 09 2024

## Contacts

Position	Name	Email	Notes
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## Communications and Training

Will this document be publicised through Internal Communications?	<del>Yes</del> / No
Will training needs arise from this policy	<del>Yes</del> / No
If Yes, please give details	