Where should my information go?

Guidance for: staff

IS YOUR INFORMATION…

**1) Related to a course?**

THEN: Consider Moodle.

Moodle is the School’s teaching and learning environment for all courses and some staff development purposes. It is designed to support face-to-face teaching and can also be used to deliver fully online courses. It is not intended to be used for course administration or other information shared just between teaching staff, as there are better systems to provide this service.

Examples of uses of Moodle are:

* Creating a new course, with information displayed about the course structure and content
* Teaching resources and links to course readings
Teacher to student and student to student communication and collaboration.
* Learning activities including assignments, quizzes and other interactive coursework, feedback on assignments, etc.

Moodle is designed to be the one place for students to go for their learning-related needs. If you are not sure what to put on Moodle, please contact CLT at clt-support@lse.ac.uk or call 020 7849 4697

**2) Sharable with the general public or the wider School community?**

THEN: Put it on the School website or into a print publication.

Contact Web Services for advice on creating web pages. Contact Design Office [and Press Office?] for advice on creating print publications.

**3) Sharable with your team?**

THEN: Put it on the shared drive. Anything which doesn’t have specific confidentiality requirements (see 6) should be put on the shared drive.

To make this work best give one or two people in your team the responsibility for:

* Ensuring the shared drive has a good structure
* Maintaining that structure
* Clearing out folders and their contents on a yearly basis.

If your team needs advice on structuring a shared drive and how long to retain records, please contact the Records Managers.

**4) Related to a specific project?**

THEN: If the project:

* Is within your team, put it on the shared drive.
* Includes people outside your team, but inside the School AND you already have a public folder for the project, use it but get prepared for using SharePoint.
* Includes people outside your team, but inside the School AND you don’t have a public folder for the project, use DropBox but get prepared for using SharePoint.
* Includes people outside the School, use DropBox but get prepared for using SharePoint.

Advice on how to prepare project documents for SharePoint is available on the website. Any further queries, contact IMT or the Records Managers.

**5) Related to a committee or working group?**

THEN: If the agenda, minutes and papers are:

* Current – that is, relate to the current academic year - the Committee Secretary should keep the record copy on their shared drive and where current policy, make it available via the website but get prepared for SharePoint. Other copies held by committee members can be destroyed as soon as the next meeting is held.
* Non-current – Committees should determine how long Committee Secretaries need to keep the record copy for business reasons. When this time period is up, the record copy should be transferred to the School Archives.

**6) Confidential or Restricted as defined by the School’s Information Classification Standard?**

THEN: It should go on your H space or on the shared drive with access restrictions.

Please note, the School’s Information Classification Standard defines confidential information as information that ‘has significant value for LSE, and unauthorized disclosure or dissemination could result in severe financial or reputational damage to LSE, including fines of up to £500,000 from the Information Commissioner’s Office, the revocation of research contracts and the failure to win future research bids’. Restricted information ‘is subject to controls on access, such as only allowing valid logons from a small group of staff’. Confidential information includes salary information and large aggregates of personal data. Restricted information includes personal data and draft reports, papers and minutes. A fuller list is in the Standard. Please contact the Information Security Manager if you are uncertain about whether your information fits into either category.

**7) Legal records?**

THEN: If they are listed as such in the School’s Financial Regulations, they should go in the School safes.

Contact Finance Division regarding financial and general legal records and Estates Division regarding building related legal records.

**8) Non-current paper records?**

THEN: Send them to offsite storage.

Contact the Records Managers regarding sending records offsite. They will provide you with the bar codes and information about boxing and listing the records prior to sending. They will also handle any requests to bring records back to the School.

**9) Of historical value, that is, records that tell the history of the School?**

THEN: Send them to the School’s Archives.

Contact the Archives for advice on which records should be deposited there.

**10) Information relating to your research but not to research connected to the School?**

THEN: It should go on your H Space or on your personal IT devices.

**11) Personal to you only with no connection to the work you do at the School?**

THEN: It should not be stored permanently on School network drives or IT devices but should be stored on your personal IT devices. Such information can be transiently kept on the School IT system but would be the first type of information you would be expected to delete if required to create space on your H space or shared drive.

For further information, please contact the School’s Records Manager via pcpd.info.rights@lse.ac.uk or telephone 020 7489 4622.