



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	30/09/24	01/09/24

Version history

Version	Date	Approved by	Notes
2	24/09/18	Data Protection Officer	

Contacts

Position	Name	Email	Notes
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Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details Data Protection and Research, through the Library.	