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

<table>
<thead>
<tr>
<th>Review interval</th>
<th>Next review due by</th>
<th>Next review start</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years</td>
<td>30/09/21</td>
<td>01/09/21</td>
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## Version history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Approved by</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>24/09/18</td>
<td>Data Protection Officer</td>
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## Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachael Maguire</td>
<td>Records Manager</td>
<td><a href="mailto:glpd.info.rights@lse.ac.uk">glpd.info.rights@lse.ac.uk</a></td>
<td></td>
</tr>
</tbody>
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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.