

**LTC17D037**

**Title:** *Confirmation of Chair's Action*  
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### **Issue**

Confirmation of Chair's Action taken on the following since the last meeting of LTC held on 18 October 2017:

#### **Amendments to the University's policy on Submission of Work for Assessment**

Addition of the words highlighted in yellow in paragraph 48 of the policy.

Electronic copies of students' work will be kept on **systems such as** the student record system **and the Virtual Learning Environment** for the duration of their study on the course plus an additional year before disposal.

This is to accommodate MED's requirement to explicitly state that coursework kept on Blackboard will be disposed of in a timely way; previously it could be interpreted that only CW on SITS would be disposed of. The School requires this to ensure that Patient Identifiable Data (PID) that may be submitted to the UEA systems as either a video or audio recording is properly controlled and deleted. The current wording is not explicit enough to provide evidence to the NHS Trusts that the University is DPA compliant.