



University of East Anglia

Information Services Directorate

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11 December 2015

Dear 

Freedom of Information Act 2000 – Information request (ref: FOI_15-244)

We have now considered your request of 16 November 2015 for information on application processes and data retention policies for students and applicants.

Our response is on page 2 of this letter, together with a copy of your request, and we hope this will meet your requirements.

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You have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_15-244)

Under the Freedom of Information Act I would like to request a copy of your data retention policy when it comes to students and applicants. I would also like to request details of your post graduate application systems.

How long do you keep students details after they leave your institution (either with an award or without one)?

See:

<https://portal.uea.ac.uk/documents/6207125/7105351/ARM%2BMAC%2BRRS.pdf/>

<https://portal.uea.ac.uk/documents/6207125/7105351/LTS%2BRRS.pdf/>

<https://portal.uea.ac.uk/documents/6207125/7105351/PGR%2BStudents%2BRRS.pdf/>

<https://portal.uea.ac.uk/documents/6207125/7105351/PLN%2BSRO%2B%28paper%29%2BRRS.pdf.>

Our student information system currently retains electronic records about former students indefinitely.

How long do you keep applicant details who apply but do not enrol?

See:

<https://portal.uea.ac.uk/documents/6207125/7105351/ARM%2BADM%2BRRS.pdf/5d71365a-7cba-4021-a5e6-ec5f8c67c88b>

Paper based records are treated as stated in the above schedule.

Postgraduate applicants: we currently delete most electronic records from our application system after 3 years (current year + 2 years). Basic data for these individuals is held on our main student records system as per below.

Undergraduate applicants: any supporting documents provided will be deleted after 3 years (current year + 2 years). All data relevant to a UCAS undergraduate application is held on the main student records system as per below.

For applicants who do not enrol do you keep all their details including contact information, qualifications, references and personal statements or just some information? How long do you keep this data?

Our student records system currently holds basic data on applicants who did not enrol dating back to 2005. Basic data consists of name, date of birth, nationality, gender, contact details, qualifications achieved and, for undergraduates, other details relevant to a UCAS undergraduate application.¹

Supporting documents, personal statements etc. are kept in accordance with data retention policies (see above) and then deleted from the system.

For applicants who do not enrol do you change your retention policy depending on if you rejected them or they declined you?

No, there is no differentiation in our retention policy.

Does this change for UG, PGT and PGR applications?

¹ <https://www.ucas.com/ucas/undergraduate/apply-and-track>

No.

In terms of your post graduate applications what system do you use to receive these, is it UKPASS or another supplier?

The University primarily uses Hobsons ApplyYourself. As with all other UK Higher Education Institutions, applications for the Doctorate in Clinical Psychology are made through the National Clearing House for Postgraduate Course in Clinical Psychology.²

Do you use an external supplier or have an in house system?

The University uses an external supplier (see answer to previous question).

Do you receive other direct applications other than for PGT and PGR? If so what system do you use to receive these?

No.

Do you still accept paper applications? If so is this for certain sections such as UG, PGT, PGR, short courses, study abroad etc.?

Yes, the University will accept paper applications. See information on the following webpage for further details: <https://www.uea.ac.uk/study/postgraduate/apply>

Do you accept UG applications that are not submitted through UCAS?

No.

² <http://www.leeds.ac.uk/chpccp/>