

Data Retention Policy

Data Retention Policy

The following policy applies to examinations taken in the following University Examinations:

Music Tripos, Parts IA, IB and II

The following data are retained at the Faculty Office, 11 West Road, Cambridge, CB3 9DP:

Routinely available data:		
<i>Data</i>	<i>Retention Period</i>	<i>Accessible through:</i>
Final Mark Book	Indefinitely	College Director of Studies
Marks per paper	Indefinitely	CamSIS
Examiners' Reports	Indefinitely	Pendlebury Library or online

Data available on request (where available):		
<i>Data</i>	<i>Retention Period</i>	<i>Accessible through:</i>
Minutes of Examiners' meetings	3 months	Chairman of Examiners
Individual and agreed marks for individual questions	3 months	Chairman of Examiners
Other marks held by Examiners	6 weeks from publication of Class List	Chairman of Examiners

To request data please contact the Chairman of Examiners in writing via the Faculty Office.

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis. Examination scripts are retained for six months but are not released to students. Course work is retained by the Faculty for six months but can then be claimed by students at the end of this period. With agreement of the relevant students, a small number of dissertations and free composition portfolios will be archived and kept in the Pendlebury library.

For transcripts of marks please contact Student Records and Statistics:

www.admin.cam.ac.uk/offices/students/degrees/

Release of data under this policy does not constitute a subject access request under the Data Protection Act 1998. Requests for access to all other personal data should be direct to the University Data Protection Officer

Email: data.protection@admin.cam.ac.uk