Student Recruitment, Marketing and Admissions

Loughborough University

Examination Results Security Policy August 2023

1. Background

The University receives examinations results via UCAS for the purpose of taking admissions decisions over the August Confirmation period. Given the volume of examination results and the number of applicant decisions that need to be taken this information is received (under an embargo agreement) ahead of the date that they are published to applicants.

It is important that **ALL** University staff who are likely to come into contact with any examination results data recognise that the information is **extremely confidential** and should be treated with utmost sensitivity at all times. This applies both before and after publication dates.

As a result, the following overarching principles apply:

A. The University is able to confirm a place of study at Loughborough. It is **not** our position to confirm an applicant's results to them.

B. During the embargo period *(18.00 Monday 31 July to 08:00 Thursday 17 August)* **no** information that **implies** examination results or a change in status should be communicated to applicants.

Important

Any failure to respect the data confidentiality, resulting in a breach of security, will contravene the University's agreement with UCAS and the Awarding Bodies. As such it will seriously damage the University's future rights to receive the examination results and will lead to a financial penalty.

2. Security of data (All Academic Schools and Professional Services)

1. Examination results data should be always treated as **highly confidential**. **Under no circumstances** should they be released to a third party (including applicants) at any time.

2. An applicant's personal situation should only be discussed with them on production of their UCAS Personal ID. An application can be discussed with a third party (parent or school), upon production of the UCAS Personal ID, provided that they are the *nominated contact* on the applicant's UCAS application. They should also be asked for a further personal identifier (e.g. date of birth).

3. Access to applicant data should be restricted to staff working on undergraduate admissions.

4. Electronic and hardcopy data outside of admissions/student systems (including LUSI/UG EAS/eConfirmation/eClearing/UCAS Weblink) should be kept to a minimum and must be kept secure at all times (e.g. printed data should be locked away when not in use). Computers with access to these systems and any other results data should be logged off or locked when not being used by relevant staff.

5. The Admissions Office in the Rutland Building and the IT labs in Haslegrave should never be left unattended when application or results data are accessible and should be locked at the end of each day's activities to prevent unauthorised access. Other computers with access to admissions/student systems or any results data should be logged off or locked when not being used by relevant staff.

6. When working remotely, colleagues should follow guidance from IT Services to ensure they are working safely and securely online.
   www.lboro.ac.uk/services/it/staff/security/

   This includes:

   - Ensuring the latest software is installed on computer equipment and passwords are secure.

   - Ensuring that computers are locked/logged off when not in use.

   - Ensuring that when communicating, this is done securely:

     a. checking recipient contact details
     b. using OneDrive for file sharing as appropriate
     c. holding secure online meetings using Microsoft Teams.

7. Printing and photocopying of data should be carefully controlled and restricted to authorised staff. Extreme care should be taken to ensure that data is not left around printers or photocopiers.

Any breach of security of the data in the Admissions Office or within an Academic School/ Department or Professional Service, however minor, must be reported **immediately** to:

Dave Norton
Admissions Manager (Undergraduate)
d.norton@lboro.ac.uk

Undergraduate Admissions
June 2023