

Our Ref: FOI 17/041

23 March 2017

Mr Brian Jones
Request-391901-eb2bbf7a@whatdotheyknow.com

Dear Mr Jones

Re: Freedom of Information Act 2000 (FOIA)

Thank you for your Freedom of Information request received on 25 February 2017.

You requested:

Please provide me with details on the data retention policy of the University in regards to old essays and multimedia works submitted by students? Are they recycled/deleted when a student receives their degree? Particularly works that have been submitted on DVD, such as video or music works, as well as electronically submitted essays.

Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested can be found within the University's Records Retention Schedule (reference A17) which is available on the University's website at <https://www.ljmu.ac.uk/about-us/data-protection>

The University considers it has fully complied with your request, but if you wish to seek an internal review, you should do so in writing to Professor Robin Leatherbarrow, Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer), Liverpool John Moores University, Egerton Court, 2 Rodney Street, Liverpool, L1 2UA or by email at R.J.Leatherbarrow@ljmu.ac.uk. A full copy of the University's Freedom of Information Appeals Procedure is attached.

Once having appealed, if you are still not satisfied with our response, you have the right to apply to the Information Commissioner for a decision whether, in any specified respect, your request for information has not been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000. The Information Commissioner's address is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Details on how to complain can be found on the Information Commissioner's website: www.ico.org.uk

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

Lynn Sutcliffe

Lynn Sutcliffe
Executive Assistant (Governance & Information Compliance)

Att.