

## EXAMINATIONS DATA RETENTION POLICY

The policy applies to the following University examinations:

### Modern and Medieval Languages MPhil Examinations

The following data are retained at the Modern and Medieval Languages Graduate offices, Rooms 216, 227, 228 & 229, Raised Faculty Building:

<b>Routinely available data:</b>		
<i>Data</i>	<i>Retention Period</i>	<i>Accessible through:</i>
Final Mark Book i.e. mark for each 'unit' (essays, oral, dissertation, etc.), aggregate, average, class, rank order, statement of class boundaries and classing procedures.	Indefinitely	Faculty Contact

<b>Data available on request (where available):</b>		
<i>Data</i>	<i>Retention Period</i>	<i>Accessible through:</i>
External Examiners' Comments (in the event of moderation or adjudication)	Retained indefinitely but not released to students.	Faculty Contact
Extract from Minutes where individual candidate is referred to	Indefinitely	Faculty Contact

*Faculty Contact:*

Graduate Administrator  
Faculty of Modern and Medieval Languages  
Raised Faculty Building  
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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 directed to:

***University Data Protection Officer***

The Old Schools  
Trinity Lane  
Cambridge CB2 1TN  
Tel. 01223 332323  
Email: data.protection@admin.cam.ac.uk