

Counselling, they leave the building once when the practicing student requires them for assessment. They are not to be taken from the building for any other reason. Once tapes are submitted to the University for assessment, responsibility for storage is normally transferred to the Module leader. The cards/discs/USB sticks will be stored in accordance with the provisions of The Data Protection Act 1998 and will be stored securely within the School of Psychology and Counselling, in a locked facility accessible only to the module team, until they are erased upon completion of the assessment process.

It is the responsibility of the Module Leader to ensure that cards/discs and USB memory sticks which have been submitted for assessment are erased clean of their contents at the earliest opportunity following the relevant examination board.