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| **Student Business Briefing Note: Administrative Process**  **PGR Examination Process – Sharepoint System**  **(Containment of Sensitive Data - Reminder)** |
| **Date of Issue: 07 October 2019** |
| **Rationale: Administration of PGR Examination Process**  **(Examiners’ Reports)** |
| **Intention of Briefing Note: For Information and action where appropriate** |
| **Briefing Note issued by:** **Charlene Dollochin** |
| We have recently identified a number of occasions where sensitive/personal material relating to individual External Examiners’ have been uploaded within Examiners’ Reports via SharePoint.  All instances of sensitive data uploaded to the system must be reported to the Data Protection Team and investigated.  The Right to Work/Payment of Examiners’ process is entirely separate from the External Examiner report process.  We would like to remind all users of the PGR Examination Management system via SharePoint of the following Briefing Note of December 2018.  Departments are reminded that the only documentation to be uploaded to the SharePoint site or submitted to Student Business with respect to a PGR examination are as follows:   * completed examiners’ report * examiners’ written reports * committee confirmation of completion of minor amendments * materials related to the examination of the candidate only   **Under no circumstances** should material of a personal or sensitive nature be uploaded to the PGR Examination Management system via SharePoint or submitted to Student Business for processing:   * Passport (photocopies or scanned copies) * Expenses / Fees * Any material of a personal/sensitive nature   All documentation uploaded to the PGR Examination Management SharePoint site as part of an Examiners’ report or submitted to Student Business for processing are provided to the examined student.  The inclusion of any of the material noted above constitutes a serious breach of data protection. |
| If you have any queries please contact: Charlene Dollochin, [studentbusiness-pg@strath.ac.uk](mailto:studentbusiness-pg@strath.ac.uk) Ext 3165 |