**Procedure for obtaining consent for use of student work as exemplars**

**Procedure**

It can be helpful for current students to see examples of high quality coursework or dissertations submitted previously by students. However, as these types of work constitute personal data under data protection legislation, work can only be retained for that purpose when students consent.

The responsibility for obtaining consent will rest with the Course Organiser. Once an exceptional piece of student work has been identfied, the Course Organiser will approach the student and ask them for consent, using the attached form. The email address on the form for students to withdraw consent should be that of the School’s teaching organisation. Consent forms will be stored by the teaching organisation in digital format. The work will then be anonymised to the greatest extent possible before it can be shown to future students.

**Consent for use of student work as exemplars**

Students benefit greatly from being shown exemplars of previous work, be it essays, dissertations or group work. We would like to ask your consent that, should your work be selected, it can be shown to future students – your work would never be shown to students in your own year. We will also anonymise your work as much as possible and remove your name and any other identifiers.

If you give us your consent, we will keep your work for 10 years.

You can withdraw your consent at any time by contacting ………. We will then immediately remove your work from use and, if the regular retention times are past, delete it.

I consent to having my work used as an exemplar for future students

**Yes No**