

Digital Learning Resources Policy – Exit Procedure

This procedure should be read alongside the Digital Learning Resources Policy and the Intellectual Property Policy.

Exit Process

To be completed by employee via [MS Forms](#) through PS Connect.

HR template leaver letters for academics will include a link to the DLRP website with information and a link to the [MS form](#).

It is recommended this process is worked through in a timely manner to enable actions to be agreed and completed to the satisfaction of both parties. Generally, this will mean that these discussions take place during the member of staff's notice period, and in good time before their employment ends. However, requests under the Digital Learning Resource Policy can be made under this process to the Head of Department at any time after member of staff has sought to end their employment.

Employee to enter:

- Name:
- Employee Number
- Role:
- Faculty/ Department:
- Date of Leaving:
- Is there any personal data or Special Category data¹ which needs to be deleted on departure?

[For staff who have produced Digital Learning Resources covered by the Digital Learning Resources Policy and/ or the IP Policy]:

- Details of recordings of live teaching which they wish to be deleted earlier than expiry of license period:
 - Including file name/ identifying details
 - Clarity on which module they relate to
- Clarity on whether these materials have also been made available elsewhere (i.e. personal websites)

¹ personal data revealing **racial or ethnic origin**;
personal data revealing **political opinions**;
personal data revealing **religious or philosophical beliefs**;
personal data revealing **trade union membership**;
genetic data;
biometric data (where used for identification purposes);
data concerning **health**;
data concerning a person's **sex life**; and
data concerning a person's **sexual orientation**.

- Details of ALRs – Type A and/or Type B which they wish to be deleted earlier than expiry of license period:
 - Including file name/ identifying details
 - Clarity on which module they relate to
 - Clarity on whether these materials have also been made available elsewhere (i.e. personal websites)
- Requests to carry resource with them to new HEI. It is important for members of staff to note the University owns the copyright in all material and therefore discussions regarding such a request will involve commercial considerations on the value of the relevant material for the University.

In relation to any request for deletions to take place, the form will be forwarded to the Head of Department and/or Director of Education and Student Experience who will:

1. Consider the material which is to be deleted and determine whether any of this needs to be replicated or replaced. The discussion should focus on how the content of the live teaching will be replicated and setting out the steps they take to ensure that material of the same content, and of the same educational quality and value, will be provided to ensure that student expectations and to ensure compliance with any requirements under the Equality Act 2010 as set out in any relevant students' Individual Learning Plan.
2. If relevant, explore whether the individual will consent to the University continuing to process an individual's Personal Data and Special Category Data.
3. Confirm the deletions which will take place.
4. Determine whether any commercial arrangement will be entered into in relation to the transfer of ownership of the materials². In relation to any commercial transfer of ownership of materials, the decision of the HoD/DoE will be final. Support is available from Exeter Innovation and Legal Services to facilitate these discussions.

Where any deletions of material are to take place support can be obtained from the Digital Learning team and Information Governance Team.

The HoD/DoE can seek advice from their Associate Pro-Vice-Chancellor Education, the Dean for Taught Students, the Information Governance team and Legal Services as appropriate.

The exit discussions and agreed outcomes should be recorded in writing.

Owner:	Director of PS Connect
Approved by:	Senate
Original approval:	13/03/2024
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² Colleagues in the Exeter Innovation Commercialisation Team can support in agreeing the value for any such material. Is any 3rd party copyright/other IP is displayed or made available by the resource? Need to negotiate non-exclusive or exclusive or sole licence or even assignment (with possible licence back to Exeter) to use the identified material in new setting?