



## Policy on Lost Property

Date	Purpose of Issue/Description of Change	Equality Impact Assessment Completed
28 <sup>th</sup> March 2025	First Issue	April 2025

Policy Officer	Senior Responsible Officer	Approved By	Date
Security Manager	Director Campus Services Operations	Compliance Task Group	25 <sup>th</sup> Sept 2025

This Policy will be reviewed in 3 years or on change of relevant legislation.

## **Introduction**

Due to the large number of staff, students and visitors to the University, there are occasions where lost property is left behind.

Typically, these items are found by Facilities staff and are handed in to receptions or directly to Security. Anyone who is unsure if an item is lost or may be suspicious should immediately contact the University Security team for assistance.

If items, such as wallets and student cards have an easy method of identifying the owner, the Security team will endeavour to make contact as quickly as possible and make arrangements to return the item.

However, other items, (clothing, umbrellas, book or other study items) are not readily reunited with their owners and no policy currently exists for the management, storage or disposal of said items.

Items handed into the Security team are logged digitally.

## **Policy Statement**

- This policy applies to items found in or around the University and its environs, handed to the Security Office (or similar) as "lost property" for which the owner cannot be readily identified
- This policy describes the retention period for which items will be stored before disposal through an appropriate method.
- This policy does not apply to items left following vacation of student accommodation, for which existing processes are in place through the student accommodation contract.

## **Related Policies**

- Data Protection Policy
- Waste Management Policy
- Halls Accommodation Contracts (as related to items left in rooms)

## **Procedures**

- Managers, team-leaders, supervisors and similar should ensure staff in relevant areas are aware of this policy during both the staff induction process and via regular reminders.
- Any items that have readily available personal details (eg a driving licence) should be used to make best efforts to contact the owner to arrange return.
- Items with personal details should be stored securely in line with the University Data Protection Policy
- Any item received by the Security team as lost property should be entered onto the

ISAAR system found property portal.

- All items, particularly those of material value or with visible personal data will be kept in a secured locked area of the Security office

## Retention and Disposal

- Generally, items not collected within 2 weeks will be disposed of securely, including the destruction of personal identification, bank cards or similar.
- All items will be disposed of in line with the University waste policy, for example, electronic items will be disposed of separately to paper items
- Where possible, items of material use or value will be offered to local charities for collection
- Items showing University ownership (eg University issued laptops) will be returned to the relevant department
- The University will not be responsible for costs incurred in returning items to owners.
- The table below summarises actions for particular groups of items.

Item Type	Action	Retention Period
Jewellery Wallets/Purses Mobile Phone Camera Laptop (non-University owned) Other electrical items of value	Held in a locked location within the Security Office  Cash that is not claimed will be transferred to the Finance service for payment into the student hardship fund	2 weeks unless agreed differently with the owner
Passport Driving Licence Credit cards / debit cards Keys USB sticks	If the owner is not identifiable or does respond to contact, the items will be dealt with as follows: <ul style="list-style-type: none"><li>• Passports – Returned to Passport Office</li><li>• Driving Licence – Returned to DVLA</li><li>• Credit / Debit cards – destroyed</li><li>• Keys – Destroyed</li><li>• USB Sticks – Wiped and recycled.</li></ul>	2 weeks
Food and drink	Will be disposed of immediately.	n/a
Items of clothing Flasks / bottles Food boxes Books (not owned by the University) Sports Equipment	If owner not readily identifiable, will be held in the Security lodge and logged into the ISAAR system	2 weeks

Work folders / paperwork		
Chargers / cables		