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# Lost Property Policy

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| Responsible Office | Estates and Services – Facilities and Services |
| Responsible Officer | Head of Facilities and Services |
| Approving Authority | Director of Estates |
| Date of Approval | Nov 16 |
| Effective Date | Nov 16 |
| Related Procedures |  |
| Related University Policies | Staff Disciplinary Policy |
| Amended (if applicable) | Feb 22 |
| Supersedes | Current Policy |
| Next Review Date | Jan 24 |

## 1.0 Purpose

The purpose of this document is to specify the University’s policy on dealing with lost property.

## 2.0 Scope

## Students, staff, associates, contractors and visitors to the University campus should be made aware of this policy. The University campus is defined as University owned or managed buildings including (but not limited to); teaching, training and research spaces, offices, library, cafeterias, Students’ Union building, open access areas, University managed Halls of Residence spaces and University car parks.

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## 3.0 Policy Statements

**3.1 Central point of reporting**

* All lost property found on the University campus should be handed in to the Security Office or a member of Security as soon as it is found.
* A lost property form will be completed (Appendix 1).
* No individual buildings or departments should operate their own lost property store.
* Where somebody believes they have lost an item of property on the campus, they should report it to Security (ext. 5555) as soon as possible.

**3.2 Records of lost/found property**

1. A copy of the lost property form is to be retained by Security.
2. Items, such as medicines or drugs, will not be held as lost property and will be destroyed.
3. Any items that could be regarded as a ‘suspect package’ must be recorded as such and dealt with in accordance with Security procedures.
4. Passports, visas and driving licences if not collected within 5 days will be passed immediately to the Police.
5. If an item of lost property is perishable or becomes objectionable it will be disposed of as soon as possible.
6. Where the item is a University owned or managed resource e.g. library book, university owned/managed laptop or other such equipment, it will be returned to the relevant owning department e.g. Library or IT Services as soon as convenient.
7. All other items of lost property will be stored securely for a maximum of 30 days. During this period all reasonable efforts will be made to identify and contact the rightful owner.

**3.3 Re-instatement of property to owner**

1. It is the responsibility of the person who has lost an item to report its loss and to make reasonable efforts to collect it from the Security Lodge.
2. The owner must be able to evidence their ownership through proof of identity, sufficient description of the item, or description of where it was lost to the satisfaction of the Security staff.
3. Where ownership is disputed, or is in doubt, the matter will be referred to the Head of Facilities and Services to reach a decision.

**3.4 Disposal of property after 30 days**

1. Items that have a value of less than £30.00 or cannot be sufficiently cleansed of data will be destroyed.
2. Where lost property has not been claimed by the owner after 30 days with a resale value exceeding £30.00 but less than £300.00 value will be passed to a University supported charity.
3. Lost property that is deemed to have a value exceeding £300.00 will be immediately handed to the police although may subsequently be reclaimed by the University if not reclaimed by the owner.
4. All IT equipment that may contain personal data e.g. laptop, camera, tablet, MP3player, phone etc, will be passed to IT, to be deleted and reset ensuring the data has been destroyed beyond the ability to recognise and recover it.
5. Portable storage media such as USB memory sticks will be destroyed beyond the ability to recognise and recover the data.
6. No member of staff, student or other individual is to receive a benefit or gain from any item of lost property that has not been claimed by the owner. All lost property will be disposed of in a transparent way to maintain confidence in the integrity of the University.

**3.5 Retention of records about lost property**

1. Information relating to lost property records, including notes of return to owners, or destruction will be retained for 12 months. After this date they it will be disposed of securely.
2. Head of Facilities and Services or the Security Manager will conduct an annual inspection of lost property forms and the lost property store to ensure correct operating procedures.

## 4.0 Policy enforcement

Failure to comply with this policy may lead to action in line with the Staff Disciplinary Policy.

Appendix 1

Lost Property Form

Dated Nov 16

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| **Lost Property Form** | | | | | | | | | | |
| **Contact Details** | | | | | | | | | | |
| First Name : |  | | | Phone Number : | | |  | | | |
| Last Name : |  | | | Email Address : | | |  | | | |
| Faculty / Department : | |  | | | | | | | | |
|  | | | | | | | | | | |
| **Location where the items were lost / found** | | | | | | Date Items were lost : | | | \_\_/\_\_/\_\_ | |
|  | | | | | | | | | | |
| **Description of items** | | | | | | | | | | |
|  | | | | | | | | | | |
| **For Staff Use only** | | | | | Reference Number: | | |  | |
| Date Received : | | | \_\_/\_\_/\_\_ | | Property Located : | | |  | |
| Date Property Found : | | | \_\_/\_\_/\_\_ | | Owner Notified By : | | | Telephone / Email | |
| Date Property Returned : | | | \_\_/\_\_/\_\_ | | Owner’s Signature | | |  | |