



BATH SPA UNIVERSITY

LOST PROPERTY PROCEDURE

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.

3.0 Policy Statements

3.1 Central point of reporting

- All lost property found on Newton Park should be handed in to the Security Lodge or a member of Security as soon as is practically possible.
- All lost property found on Sion Hill Campus should be handed into Sion Hill Reception as soon as is practically possible. All lost property items on satellite sites, including Dartmouth Avenue, The Circus, Locksbrook Road etc, should be handed to security or a named member of staff if available.
- A lost property form will be completed for Newton Park (Appendix 1). Items found at Sion Hill and satellite sites will be logged on a google sheet.
- No individual buildings or departments should operate their own lost property store, however items may be held at various locations in the short term (1 -2 days) if it is likely the owner is still in the building.
- 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

- a. A copy of the lost property form is to be retained by Security.
- b. Items, such as medicines or drugs, will not be held as lost property and will be destroyed, if not claimed within 7 days.
- c. Any items that could be regarded as a 'suspect package' must be reported as such and dealt with in accordance with Security procedures.
- d. Where personal documentation such as Passports, visas, credit cards and driving licences are found, (which display an individual's name or address), the owner will be contacted and advised where to collect the item from. If the item is not collected within a reasonable time frame, or the owner cannot be contacted, the item will be passed to the police.

- e. If an item of lost property is perishable or becomes objectionable it will be disposed of as soon as possible.
- f. 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.
- g. 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

- a. 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.
- b. 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 University or security staff.
- c. Where ownership is disputed, or is in doubt, the matter will be referred to the Deputy Head of Estates and Services (Facilities) to reach a decision.

3.4 Disposal of property after 30 days

- a. Items that have a value of less than £30.00 or cannot be sufficiently cleansed of data will be destroyed.
- b. 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.
- c. 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.
- d. 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. Portable storage media such as USB memory sticks will be destroyed beyond the ability to recognise and recover the data.
- e. 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

- a. Information relating to lost property records, including notes of return to owners, or destruction will be retained for 12 months. After this date it will be disposed of securely.
- b. Deputy Head of Estates and Services (facilities) or the Head of Security 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.



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	