The University of Edinburgh  
Information Services Group

PebblePad/ATLAS Retention Policy

# Purpose and overview

The University must comply with data protection legislation by regularly deleting **personal data** it no longer requires. We also want to make sure we are not paying license costs for staff and students who are no longer members of the University community or those no longer actively using PebblePad.

# Deletion of users in PebblePad

From the start of 2025, we will begin to automatically delete user accounts from PebblePad in line with the University’s [account expiry policy](https://www.ed.ac.uk/information-services/about/policies-and-regulations/operational-policies/account-expiry) and [student records retention schedule](https://www.ed.ac.uk/records-management/guidance/records/retention/student-records). At the end of the account suspension period, the user account will be automatically deleted from PebblePad.

In order to help us manage our usage of PebblePad, every summer we will delete user accounts if the account hasn’t been logged into for 4 years or more. We will email you to warn you about this deletion and provide advice on how to back up your assets or request to keep your account.

It is possible to [keep your PebblePad account beyond graduation](https://www.ed.ac.uk/information-services/learning-technology/portfolios/help-and-support/access) if you are a student.

# Deletion of user data and student submissions in ATLAS

Deletion of a user from PebblePad does not delete students’ user data and submissions from ATLAS. The PebblePad Service Team will therefore run an annual deletion process to permanently remove selected data from ATLAS. To align with the Learn retention policy, Workspaces (including all submissions, feedback, and student data) will be permanently deleted if a minimum of one year has passed since all student users in the Workspace were deleted from PebblePad. This will happen once per year during the summer months. An email will be sent to course administrators in advance.

This policy is effective from 01/05/2025.

The Learning, Teaching and Web Services Directorate is responsible for maintenance and review of this policy. The contact officer for the policy is Karen Howie, Head of Digital Learning Applications and Media ([Karen.Howie@ed.ac.uk](mailto:Karen.Howie@ed.ac.uk)).

Amendments: (none)

Next review due: May 2026

If you require this document in an alternative format, please email [[Karen.Howie@ed.ac.uk](mailto:Viki.Galt@ed.ac.uk)].

[Equality Impact Assessment](https://www.ed.ac.uk/equality-diversity/about/reports/impact-assessment/a-z-assessments/IS-Upgrade_of_Blackboard_Collaborate.pdf)

Related policies, procedures, guidelines and regulations: This policy has been developed in line with the [University’s Account Expiry Policy](https://www.ed.ac.uk/information-services/about/policies-and-regulations/operational-policies/account-expiry) and [Student records retention schedule](https://www.ed.ac.uk/records-management/guidance/records/retention/student-records).