

UEA SU – Lost Property Policy

- All found property will be delivered to and stored by Security. Security will hold your lost property for one month and if not claimed it will be appropriately disposed of at the discretion of Security Staff. Credit cards and driving licences that are not claimed will be shredded.
- Any coats or bags found in our venues will be kept by our Venues Team. Please come to the UEASU Welcome Desk on the first floor of Union House to enquire if your items have been found.
- We will return all Campus cards to the Library and advise card holders by email that this has been done so they can be collected.
- All perishable items left on the premises will be disposed of.
- UEASU/Security will dispose and recycle all lost property that cannot be donated to charity.
- All forms of identification or bank cards will be shredded if not collected from Security.

UEA SU – Post Policy

- Upon receiving post or packages, we will distribute to the addressee if they are based in Union House. If not, we will email the addressee to inform them they have an item awaiting their collection, after which they have 1 month to collect it. Once the 1-month storage period is up, the item will be appropriately disposed of at the discretion of the UEASU staff.
- We will open post that has no clear addressee in order to attempt to ascertain the identity of the intended individual/society/club, so that they can be notified of the item awaiting their collection.
- All perishable items will be kept for 24 hours, after which the items will be appropriately disposed of at the discretion of the UEASU staff. If a perishable item is received on a Friday after 13:00 we will take no responsibility for it due to the likelihood of it perishing over the course of the weekend.