



## **Confidentiality/Document Retention Policy**

DA Training and Consultancy is registered with the Information Commissioner's Office (ICO) and can be found on the register. All information at the centre will comply with the requirements of The Data Protection Act 1998 & the GDPR 2018 in terms of retention, storage, distribution and transportation.

Confidential information gathered directly or indirectly in the workplace will be shared only with authorised personnel. No confidential work products are permitted in learner's portfolios. Where work products contain some confidential information, the information can be removed or censored.

Documents relating to learners (sign up, evidence, assessment, progress reviews, IQA and any other related document) is only stored in the learner e-portfolio profile, locked in a secure filing cabinet or on the cloud folder that is only accessible by the centre administration team.

Documents relevant to the assessment and quality assurance team (centre policies, sign up documentation templates, learning resources etc.) are stored on a SharePoint file storage location that is accessible to the whole delivery team.

The delivery team are only permitted to store information relating to and belonging to DA Training and Consultancy in the learner's portfolio, on emails when sent as attachments, and in the SharePoint, folder shared individually between them and the centre administration team.

Documents relating to the business and operations of DA Training and Consultancy are stored in a confidential SharePoint folder that is only accessible by the senior management team.

The e-portfolio system and cloud folders are accessed using confidential passwords.



Documents are only retained for the required amount of time relative to the regulatory authority.

Currently this is:

- For financial/accounting reasons - 6 years from the end of the last company financial year they relate to.
- For ESFA/Funding reasons – 31<sup>st</sup> December 2031
- For personal data – Only for as long as required
- For Qualification data – One calendar year following the completion of a qualification. (Unless subject to a malpractice/criminal investigation then it is 3 years for a malpractice investigation and 6 years for a criminal investigation.)
- Exams for 3 years (paper based.)