

Record Retention Policy

June 2019

Record Retention

1. Overview

1.1 SEB Training Services (SEBTS) has completed and signed documents outlining agreed commitments in accordance with ITC published procedures. This enables SEBTS to deliver approved ITC qualifications, use assessment and verification documents.

1.2 As part of regulated procedures candidate data is utilised by SEBTS for legitimate administrative purposes and, by ITC and the regulators upon request.

1.3 The aim of this policy is to ensure that SEBTS retains sufficient assessment and verification records to allow for the review of assessment over time.

1.4 For accredited qualifications all assessment evidence is moderated and evaluated by ITC.

1.5 All retention of records is in line with SEBTS Information and Privacy Policy.

2. Candidate Registration

2.1 SEBTS collects data from its candidates in accordance with defined ITC criteria and supplied documentation.

2.2 Candidate details collected:

- a) Hard copy physical registration and evaluation documents for each candidate are **required** to be forwarded to ITC by SEBTS, and are kept for 5 years centrally by ITC.
- b) Digital information is forwarded to ITC via secure website and posting by SEBTS. This data relates to qualifications, the candidates enrolled and their achievement. This is stored by ITC according to the requirements of the GDPR Legislation

2.3 Candidate details obtained from registration document (02) are:

Registration Data	Data Use
a) Prefix	a) Certificate
b) First Name	b) Certificate
c) Family (Surname) Name	c) Certificate
d) Date of Birth	d) Equality monitoring + Regulatory
e) Gender	e) Equality monitoring + Regulatory
f) Ethnicity (Groups based upon 2001 census question)	f) Equality monitoring + Regulatory need
g) Postal Address	g) Certificate posting
h) Postcode	h) Certificate posting
i) Email Address	i) Evaluation authentication
j) Telephone	j) Contact + authentication
k) Mobile	k) Contact + authentication
l) Special Needs & Reasonable Adjustment Request	l) Assessment reasonable adjustment
m) ULN consent	m) Regulatory
n) ULN	n) Regulatory

o) Undertaking Signature	o) Authenticity + cert replacement
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3. Candidate Assessment

3.1 SEBTS collects data from its candidates in accordance with defined ITC criteria and supplied documentation.

3.2 SEBTS sends all physical assessment evidence it has collected to ITC, detailing:

- a) What was assessed, when and by whom
- b) The assessment methods
- c) The assessment decision
- d) Tutor and candidate original authenticating signatures

3.3 Internal Assessment Verification

SEBTS retains any internal verification records and activity for its assessors and candidates. These are maintained according to agreed internal verification plan and made available to ITC and regulators upon request. This evidence is stored on the secure ITC Web Office database after uploading by this Centre.

4. SEBTS Staff/Employees

This Centre collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. This Centre will treat this data in accordance with GDPR principles.

5. Summary of Record Retention for SEBTS

- a) After each course the hard copy assessment record sheet, register (where applicable) and candidate registration forms are sent to ITC who retain them for 5 years.
- b) An electronic copy is kept by SEBTS for 3 years of the above along with evaluation forms.
- c) All supporting assessment data (e.g. completed CPR protocols) is filed electronically, if necessary, and kept for three years.
- d) In line with awarding body requirements even if candidates withdraw their information is retained.

Rational for 5 year archive undertaking (accredited qualifications)

ITC qualifications are for life but the license to practice is only for 3 years. Thus if the first aid qualification is required as a unit for a larger qualification, the larger qualification will remain valid. This is in line with ITC awarding body requirements.

This policy should read in conjunction with the Information and privacy Policy

There have been no recorded incidents relevant to this policy in 2016,2017,2018 and 2019 ytd

This policy will be reviewed in June 2020.