



**GDPR and
Retention of Records Policy**

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Introduction

This policy outlines how we meet GDPR requirements and provides information on retention of records, including learner personal data and assessment records.

Use of Data

All data collected and/or stored is done so for the sole business purpose and will be used for any other purpose than communication relating to their studies/qualifications, tutor support, and post-completion feedback.

The data will not be circulated to third parties,

Individual's personal data will not be shared with a third party without prior written consent, with the exception that all data and records will be made available to the relevant qualification awarding organisation, their associated regulator or other relevant regulatory body.

An individual may request access or the correction personal data in writing using the contact details in this policy.

Data Retained

We will retain information in line with awarding organisation requirements and learner personal data and assessment records will be shared with awarding organisations and their qualifications regulator/s. Below is an outline of typical information gathered and retained:

Learner Information

- learner full name;
- learner's Unique Learner Number (if applicable);
- date of birth;
- contact address;
- contact email;
- date of enrolment and registration with the awarding organisation.

Learner Assessment Records

- induction records, including evidence of identity authentication;
- assessment plans;
- list of units achieved, date, name of assessor;
- assessor documentation for example mark-sheets;
- learner assessments

Internal Quality Assurance Records:

- IQA assessment documentation;
- sampling plans
- internal quality assurer reports
- standardisation meeting minutes;
- assessor and IQA certificates, C.Vs and CPD records

- certification/achievement claims.

Record Retention Period

All records will be retained in accordance with awarding organisation requirements for qualifications, or for a maximum of **40** years.

Contact Details

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