

# **Hampshire Training**

## **Record Retention Policy**

## Record Retention

### 1. Overview

1.1 Hampshire Training has completed and signed undertaking documents outlining agreed commitments in accordance with ITC published procedures, enabling Hampshire Training to deliver approved ITC qualifications, use assessment and verification documents and allow access to data by ITC and the regulators upon request.

1.2 The aim of this policy is to ensure that Hampshire Training retains sufficient assessment and verification records to allow for the review of assessment over time. For first aid qualifications all assessment evidence is moderated and evaluated by ITC.

### 2. Candidate Registration

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

2.2 Candidate details collected:

- a) Hard copy physical registration documents for each candidate are **required** to be sent to ITC by Hampshire Training, and are kept for 5 years centrally by ITC.
- b) Digital information is forwarded to ITC by Hampshire Training regarding qualifications enrolled upon and achieved. This is stored by ITC according to the requirements of the Data Protection Act.

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

- a) Prefix
- b) First Name
- c) Family (Surname) Name
- d) Date of Birth
- e) Gender
- f) Ethnicity (Groups based upon 2001 census question)
- g) Postal Address
- h) Postcode
- i) Email Address
- j) Telephone
- k) Mobile
- l) Special Needs & Reasonable Adjustment Request
- m) ULN consent
- n) ULN
- o) Undertaking Signature

### 3. Candidate Assessment

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

3.2 Hampshire Training sends all physical assessment evidence it has collected to ITC (retains copies of assessment decisions and candidate registers), detailing:

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

### 3.3 Internal Assessment Verification

Hampshire Training 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.

## 4. Hampshire Training Staff/Employees

Hampshire Training also collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. Hampshire Training will treat this data in accordance with data protection principles.

## 4. Summary

4.1 Hampshire Training collects and forwards to ITC the registration, assessment, verification and evaluation evidence from candidates and qualifications for analysis to inform compliance with current equality legislation and future development.

4.2 Hampshire Training forwards all hardcopy physical evidence to ITC who will archive for a minimum of 5 years in line with regulatory and internal requirements.

4.3 Hampshire Training will retain copies for qualification assessments decisions, course register and examination documents for a period of 5years. These documents are available for inspection by the awarding body and/or regulator as requested.

4.4 If candidates request exemption or recognition of prior learning, credit transfer or a ULN then Hampshire Training will contact ITC who will either perform these functions with the candidate data or inform Hampshire Training how to do this function.

4.5 Hampshire Training has agreed to utilise Hampshire Training staff and employee data as required ensuring it is stored securely and only retained for as long as it is required.

## 5. Rational for 5 year archive undertaking (first aid qualifications)

5.1 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. If the qualification is required in its own right then it will have to be re-validated by attending another first aid qualification training course.