



# Data Protection and Confidentiality Policy and Procedure

V1.5 2023/24



## Data Protection and Confidentiality

To comply with the Data Protection Act 1998 Umbrella Training Ltd will ensure that all personal data records for learners and staff are held securely. **Data Protection registered number ZA036598.**

The act contains eight “Data Protection Principles”. These specify that personal data must be:

- Processed fairly and lawfully.
- Obtained for specified and lawful purposes.
- Adequate, relevant and not excessive.
- Accurate and up to date.
- Not kept any longer than necessary.
- Processed in accordance with the “data subject’s” (the individual’s) rights.
- Securely kept.
- Not transferred to any other country without adequate protection in situ.

All data collected will be stored securely to maintain confidentiality.

This usually means:

- Paper information will be kept in a locked filing cabinet at a secure site.
- Electronically held information will be held in a file, which requires a password to gain entry.
- Umbrella Training Ltd will not use information for any other purpose than in conjunction with your qualification studies (unless a request is made).
- The information will be held on a database and in paper record – any queries to be discussed with the centre manager.
- Any information will be treated in the strictest confidence and not disclosed outside the agreed networks
- Learners will be made aware the purpose of the data we hold and why – queries can be directed to the centre manager.
- Copies enrolment and registration forms, action plans, feedback sheets and records of certification and internal verification are kept and may be viewed by centre staff, internal and external verifiers.
- Storage procedures for assessment documentation of learners registered with the Assessment Centre

The following documentation for every registered learner needs to be stored securely in the appropriate file

- Learner Information
- Learner Information Record – including, age, gender, ethnicity, and disability/special needs held on databases for Skills funding agency.
- Initial / induction paperwork and basic skills assessments
- Registration and application forms
- Individual learning programmes
- Copies of contracts and agreements
- Any letters and correspondence

### **For every qualification the learner completes:**

- Copies of assessment planning sheets.
- Copies of assessor feedback reports.
- Copies of on-going assessment paperwork and reviews
- IQA feedback reports.
- Original signed unit summary sheets.

Umbrella Training Ltd will keep a file in the office for all learners and assessors; these details will also be kept on computer. Every effort will be made to keep these details up-to-date and in line with the Data Protection Act.

Once the learner has achieved the award, the documentation must be kept for 3 years in the file. After this it is to be archived for a further 2 years.

After **5 years** the documentation can be destroyed.

### **Get in touch for more information:**

For more information contact the Managing Director – Sara Roberts  
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## Document control

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**Signed**



Printed Name      Adele Oxberry

Job Title            CEO

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