



## **Data Protection & Record Retention Policy**

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## Data Protection and Retention Policy

We are registered with the Information Commissioner's Office (ICO) and abide by Data Protection Legislation.

- We will put in place technical; organisational and security measures are in place to prevent unauthorised access to or loss and / or destruction of information, and report any breaches to the relevant party.
- Before we process your data, we will obtain written consent from you that it will be processed in accordance with our data protection notice.
- You can request copies of your personal data by asking for a Subject Access Request.

### Record Retention

- We will retain sufficient assessment and verification records to allow for review of assessment over time.
- The following documents are retained for a period of at least 3 years:
  - Learner application records (prior learning)
  - Record of achievement / tracking documents
  - Assessment plans, action plans, and feedback reports
  - Audio / video recordings of assessments
  - Investigation and interview records
  - Internal quality verification sampling plans, records and feedback reports
  - Staff recruitment, DBS and competency records

*(NB: Time requirements may vary depending on the regulator's requirements, any variation will be noted in specific qualification specifications and those take precedence)*

### Retention of assessment evidence

- Your assessments will not usually be returned to you until we complete verification; unless we make a copy.
- We will retain a digital copy of your portfolio of assessment evidence for a period of at least 3 years, unless it is not practicable to do so.
- We may have to ask you to provide your portfolio back to us for review within 3 years.

### Data Protection Notice

We, Achieve UK, are required to comply with the provisions of the Data Protection Act 1998 (the 'Act') in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of your studies with us. We may also collect sensitive personal data relating to you but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you.

We may also request further information from third parties or shall disclose your details to other selected third parties, such as Pearson, their regulators or industry bodies. In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data:

- As required by law to any third parties, contact the third party directly.

By accepting our terms and services, you accept that we will process your information as above.

Policy to be reviewed in March 2023