



L&DA POLICY 002

Data Protection & Document Retention & Destruction Policy

Version No:	Date:	Amendment made:	Initials:
002/1	10.4.19	None	GJ
002/2	28.7.20	Data Protection Training statement added	MH
002/3	10.1.22	Reviewed and updated in line with Data Protection Act 2018 Cyber Security added (pg. 3)	MH
002/4	02.10.23	Signature removed for KAT	DR



Contents

Section	Page
Policy Statement	3
Data Protection Training	3
Document Retention and Destruction	3 / 4
Retention Records Schedule	4
Destruction	4





Policy Statement

Learning & Development Associates Ltd (LDA Ltd) will fully comply with the Data Protection Act 2018 and GDPR principles, which state that information must be:

- Fair, lawful and transparent processing
- Purpose limitation
- Data minimisation
- Accuracy
- Data retention periods
- Data security
- Accountability

LDA Ltd recognise that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

The learner details may not be shared/discussed or e-mailed under any circumstances and will be held on a system with limited, secure access.

The learner details may only be held/accessed by named members of LDA Ltd or staff who have signed this form.

Learners wishing their details deleting or information returned can request this on submission of proof of identity

Data Protection Training

LDA Ltd ensure that all consultants are compliant regarding data protection. All staff complete a data protection e-learning certification when joining L&DA and every 2 years thereafter.

Cyber Security

LDA Ltd ensure that all consultants are compliant regarding Cyber Security. All staff are required to review and adhere to the **LDA 025 Cyber Security Policy** on joining and every 2 years thereafter.

Document Retention and Destruction

It is the policy of LDA Ltd to retain all documents based upon the retention schedule, when the retention period is complete the documents will be destroyed securely.

Unless indicated the documents must be retained for the years indicated

LDA Ltd has commitment to all documents are retained securely (either electronic or in hard copy) for the years indicated. It will be required that securely includes the locking of draws/cabinets/offices on a routine basis with only officers of LDA Ltd being allowed access.

Electronic storage will be via cloud based systems with the appropriate level of data protection and anti-virus protection purchase and applied. Personal passwords protect will be applied and changed at an agreed frequency.

In the case of investigation/verification/compliance LDA Ltd will ensure all documents are made available and will cooperate in any way deemed required.

Candidates requesting evidence and materials back will have access allowed at the appropriate time (allowing for external verification periods)

Retention Records Schedule

- Company Articles – Permanently
- Records of Insurance – Permanently
- Minutes of Meetings- Board/Operational/Standard Setting- Permanently
- Accreditations – Term of agreement (+1 years)
- Contracts – Term of contract (+3 years)
- Candidate Learner registrations – Permanently
- Candidate Portfolios – 5 Years from last EQA visit (+1 year)
- Tax returns – Minimum 7 years
- Yearly Accounts Minimum 7 years (from Tax year end)
- Bank statements – Permanently
- Invoices – Minimum 7 years
- Accident reports- Permanently
- Insurance records – Permanently

Destruction

All documents electronic or in hard copy will be securely shredded by a nominated officer and all material will be completely destroyed with no copies kept electronically.