

**DATA PROTECTION AND DOCUMENT RETENTION AND
DESTRUCTION POLICY****DATA PROTECTION POLICY**

Learning & Development Associates Ltd (LDA Ltd) will fully comply with the Data Protection Act 1998 and GDPR principles, which state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals rights
- Kept secure
- Not transferred without adequate protection

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

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.



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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.

Passwords will not be shared and unique AO log - ins will only be used by the registered person at the appropriate AO determined level.

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 officers and all material will be completely destroyed with no copies kept electronically.