

Charlotte's Forest School



Record Retention Policy

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1. Overview

- 1.1 Charlotte's Forest School has completed and signed undertaking documents outlining agreed commitments in accordance with ITC First published procedures, enabling Charlotte's Forest School 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 Charlotte's Forest School retains sufficient assessment and verification records to allow for the review of assessment over time.

For short first aid and workplace compliance qualifications all assessment evidence is moderated and evaluated by ITC.

2. Candidate Registration

- 2.1 Charlotte's Forest School collects data from its candidates in accordance with defined ITC First 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 First by Charlotte's Forest School, and are kept for 5 years centrally by ITC.
 - b) Digital information is forwarded to ITC by Charlotte's Forest School regarding qualifications enrolled upon and achieved. This is stored by ITC First according to the requirements of the Data Protection Act.
- 2.3 Candidate details obtained from registration documents 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 Charlotte's Forest School collects data from its candidates in accordance with defined ITC criteria identified on the qualification specification and other supplied documentation.
- 3.2 Charlotte's Forest School shares all assessment evidence it has collected with ITC via email, Google Classroom and/or Google Drive, detailing:
 - a) What was assessed, when and by whom
 - b) The assessment methods
 - c) The assessment decision

d) Tutor and candidate original signatures (where relevant)

3.3 Internal Assessment Verification

Charlotte's Forest School retains all internal verification records and activity evidence 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.

3.4 Charlotte's Forest School Staff/Employees

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

4. Summary

- 4.1 Charlotte's Forest School collect and forward to ITC First, the registration, assessment, verification and evaluation evidence from candidates and qualifications.
- 4.2 Charlotte's Forest School forward all physical evidence to ITC First who will archive for a minimum of 5 years in line with regulatory and internal requirements.
- 4.3 Charlotte's Forest School will retain copies of qualification assessment decisions, course register and examination documents for a period of 5 years. 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 Charlotte's Forest School will contact ITC who will either perform these functions with the candidate data or inform Charlotte's Forest School how to do this function.
- 4.5 Charlotte's Forest School has agreed to utilise Charlotte's Forest School staff and employee data as required ensuring it is stored securely and only retained for as long as it is required.