



Data Retention and Record Policy

Policy Statement

BloR recognises the importance of effective file keeping, records and data management to enable it to discharge its functions. This requires, amongst other things, a data and record retention policy.

To comply with the Data Protection Act records containing personal data must be:

- Stored appropriately having regards to the sensitivity and confidentiality of the material recorded.
- Retrievable and easily traced.
- Retained for only as long as contractually required.
- Disposed of appropriately to prevent them falling into the hands of unauthorised personnel.

This policy applies to all forms of data and records

Responsibilities and duties

All staff are responsible for ensuring:

- That all information and information systems containing Learner or staff personal details are secured or locked away when not in use to prevent unauthorised access and / or accidental disclosure.
- That electronic information, containing Learner or staff personal details, on computing devices cannot be viewed or accessed by unauthorised personnel.
- All data and records are stored as securely as possible in order to avoid potential misuse or loss.
- All data and records are stored in the most convenient and appropriate location and retained in accordance with contractual timescales.
- All information of a confidential or sensitive nature being securely destroyed when it is no longer required. This ensures compliance with the Data Protection Act 1998 and the duty of confidentiality we owe to our employees, Learners and customers

Monitoring Arrangements

The policy and associated procedure will be monitored by the Quality Assurance Manager

Review Procedures

Senior Management will ratify the policy.

Version 3.0

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