

## Records



## Policy and procedure

**1.**

Do Cornwall collects data from candidates in line with current best practice in the Education and Training arena.

**2.**

Candidate data is collected and stored both physically and digitally solely for the purpose of the course provision for which it is collected by Do Cornwall

Details collected via registration forms: First Name; Surname; Date of Birth; Gender; Ethnicity (anon); Postal Address; Postcode; Email Address; Telephone; Special Needs & Reasonable Adjustment Request; Medical needs; ULN request; Signature & Date.

**3.**

Do-Cornwall collects data from staff and employees as needed for operational purposes, this data is stored and used in line with data protection legislation and policies.

**4.**

Do-Cornwall retains copies of qualification assessment decisions, course documents and variation requests and decisions for 5 years. All appropriate documents are available for inspection regulators. Where other Do Cornwall policies refer to storage of documentation and/or materials, they also fall within this area.