

Lynher Training Ltd Information Disposal & Data Protection Policy

Data Protection: Lynher Training Ltd is registered with the ICO, (Information commissioners office) Data Protection- Reg Z4849497. Data Protection- Reg Z4849497
The Data Protection Act (1998) relates to the collection and retention of personal information from which an individual can be identified.

Certificates relating to the course remain the property of Lynher Training until accounts have been settled in full and Lynher Training Ltd receives all relevant paperwork. Documentation will only be sent to the person or company having paid the invoice, unless we are otherwise instructed. In the event that a candidate has left the employ of the paying company, then it is the individual's responsibility to make suitable arrangements direct with that company. Copies of certificates may be sent to funding organisations if these are requested. Copies are not necessarily kept on file and any charges made by the relevant awarding bodies for replacements (if available) will be passed on to the client.

All attendees are deemed to agree with the terms of this policy by signing either the standard Terms & Conditions or an Enrolment Form at the start of any training.

Course Documentation

- **Booking Forms and Evaluations** – kept for one year from the first of the month in which the course took place.
- **Assessment Reports for Qualifications with a Time Limit** - kept for the lifetime of the qualification to a maximum of 5 years.
- **Assessment Reports for Qualifications without a Time Limit** - kept for a maximum of five years.
- **Risk Assessments and Attendance Sheets** - kept for the life-time of the qualification or, if the qualification does not have a time limit, for five years.

Disposal of Paper Records

Information held on paper is disposed of in the following ways:

- **Paperwork containing personal details which are not in the public domain and could allow Identity Theft** – Parts containing any personal details will be either securely shredded and disposed of via Cornwall Council's roadside collection and recycling scheme, or burnt on site.
- **Other Paperwork** - disposed of via Cornwall Council's roadside collection and recycling scheme.

Electronic Records

Electronic Training records will be held on our system as long as the company operates. As part of everyday computer use, other electronic records are 'destroyed' by 'deleting securely'. If any computer is disposed of, or recycled, then the information on that computer is destroyed using recommended techniques.

Lynher Training Ltd accepts no responsibility for alterations to this Disposals Policy brought about by circumstances beyond our control.

Reviewed/updated:

11th March 2012

14th April 2013

20th June 2014

28th October 2014

5th May 2015

7th June 2016

26th October 2016