

1. Purpose

1.1 The purpose of this policy is to set out the principles to be followed to ensure the safe storage and removal of documentation to and from More Training offices.

2. Scope

2.1 This policy applies to all staff, learners, contractors and third-party agents storing and removing of documentation to and from More Training offices.

2.2 This policy applies to all documentation which may include personal information about people and non-personal information which could be sensitive or commercial e.g. financial data.

3. Policy Statement

3.1 More Training has an obligation to comply with relevant statutory, legal and contractual requirements relating to documents containing information about people or commercially sensitive areas such as finance.

3.2 Failure to adhere to this policy will be addressed by necessary disciplinary actions in accordance with More Training's Staff Disciplinary Procedures, Student Disciplinary Procedures and relevant contractor and third-party contractual clauses.

4. Safe handling of documents

4.1 Removal of documents

Any member of staff, with the exception of the Head of Administration or the General Manager, must:

4.1.1 Tell the GM or HofA which file they need and for what purpose.

4.1.2 GM or HofA will then locate the file and give it to the member of staff.

4.1.3 The staff member will sign the document out (this cannot leave head office without prior consent from the general manager).

4.1.4 The file will then be given back to either HofA or GM who will check the file and place back in secure storage.

4.1.5 The staff member will then sign the file back in.

4.2 Documents coming in to the office

4.2.1 All paperwork is to be collated and placed in one file.

4.2.2 A paperwork batch header is completed by the staff member.

4.2.3 The paperwork batch header is cross checked by the administrator who will confirm all paperwork is accounted for.

4.2.4 The batch header will be copied and each party will receive a copy. The office copy is to be filled and kept for a period of at least 6 months

4.3 Documents being sent to 3 parties (Lead Providers)

4.3.1 Any documentation to be sent to 3rd parties e.g. Colleges should, if possible, be hand delivered.

4.3.2 All information is to be collated.

4.3.3 A batch header will be created and attached.

4.3.4 This will then be packaged securely.

4.3.5 All data must be sent by recorded delivery and at no time be sent by ordinary post without a signature required.

4.4 Storage of documents in the office

4.4.1 Any documentation that holds any sensitive information must be kept secure at the end of each day. It is the responsibility of all staff members to make sure desks, cabinets and all doors are secured at the end of each day.
(please see the Clear Desk Guidelines)

4.5 Storage of documents outside the office

- 4.5.1 Hard copy documentation containing sensitive information must not be kept outside the main office unless authorised by the GM.
- 4.5.2 Documentation containing sensitive information must not be transferred in removable media unless authorised by the GM.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.