

1st4sport Qualifications Position Statement

Data Protection and Record Retention

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Scope

This position statement will provide details of how 1st4sport Qualifications will protect the stakeholder's personal details while retaining and maintaining records. It therefore applies to 1st4sport staff, development partners, external quality assurers, recognised centres, learners and relevant third parties.

1st4sport Qualifications operates under the Coachwise Ltd overarching Data Protection Policy and the Group Privacy Position.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to provide details of 1st4sport Qualification's process for retaining personal records and how 1st4sport Qualifications protects such records. It covers the following areas:

- Definitions of Data Protection and Record Retention
- 1st4sport Qualifications process for the management of data
- Data Protection Principles

Definition

Data protection is commonly defined as the law designed to protect personal information, which is collected, processed and stored by "automated" means or intended to be part of a filing system. The General Data Protection Regulation (GDPR) and Data Protection Act (2018) is used to control personal information and to protect people's records from abuse.

Record Retention prescribes requirements for the length of time a personal record must be retained and the appropriate means of disposal at the end of its lifecycle. Retention of records requirements may be driven by legislation, regulation, policy, legal precedent, best practice, or agreement with a third party.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

1st4sport Qualifications Process for the management of data

Below is the process which is followed by 1st4sport Qualifications, when processing stakeholder's records.

All data that is provided to 1st4sport Qualifications is stored either in hard copy or on our information systems (Parnassus, Athena, Advanced Secure, Maginus etc).

Only relevant people will have access to these records and these will not be passed on to any third party that does not have the right to access it.

Data is retained for as long as required by law, operational, financial and audit requirements. Some data may be kept longer than other data (historical data, learner achievements) to serve operational needs or compliance with regulations.

When 1st4sport Qualifications dispose of records consideration is given to the most appropriate method of disposal, such as:

- Deletion (electronic copies)
- Physical destruction on site (hard copies-shredding)
 - Confidential waste bin

Data Protection Principles

1st4sport Qualifications adheres to the principles of data protection as stated in the GDPR and Data Protection Act (2018). In accordance with these principles, personal data shall be:

- used fairly and lawfully.
- processed for specified purpose only.
- used in a way that is adequate, relevant and not excessive.
- accurate and up to date.
- not kept longer than necessary.
- handled according to people's data protection rights.
- kept safe and secure.

Version control

Version number	Date	Comments
V1	January 2010	New Document
V2	May 2011	Document Review
V3	May 2012	Document Review
V4	November 2014	Document Review
V5	November 2017	Full review of document contents
V6	May 2018	Review in line with new GDPR regulation.
V7	July 2019	Review of document. Minor typos amended.