

## Administration & Data Protection Policy

### Introduction

Welcome Skills Limited creates and maintains many administration documents that are required by Government for the purposes of funding and audit. These documents will be maintained within the guidelines of the General Data Protection Regulations May 2018

All paperwork will be held within safe conditions and for the period that is required by the Government, other EU or governing agencies or our funding partners

### Administration

Documentation regarding learners will be kept in a secure place. Application forms will be kept in the learner file. Learner details together with course and qualification information will be entered onto the system within a two week after they have been received. Prior to entry on the system all data will be checked. This includes prior learning, experience, qualifications. Results from initial testing will be kept in the student file. All initial advice and guidance will be recorded and maintained. Details of all assessment records will be kept. Learner details will be updated if details change. Registration of learners with Awarding Bodies will be made in a timely manner and when learners are ready for assessment. These will be monitored to ensure deadlines are not missed. Learners will be notified of results and certificates will be sent to learners as soon as they are received.

### Education Skills Funding Agency

All paperwork that is processed and retained for ESFA funded provision will be retained for the period as directed by the Agency or our Prime Funding Partners. The statistics and key details of the content will also be maintained on the PICS Management Information System.

The PICS data can only be entered and retrieved by authorised staff within the Administration team. Under no circumstances must this Data be shared with anyone other than within Welcome Skills Limited unless authorised to do so.

### European Social Fund

When the funded provision uses European Social Fund (ESF) funds, all documentation will be retained until December 2023 as per the requirements of the funding and audit requirements. In addition, the company will ensure that the appropriate paperwork from our funding partners contains any additional information and clearly shows the ESF logo.

Under the requirements, the ESF plaque will also be displayed prominently on the company premises.

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## General Data Protection Regulations May 2018

The General Data Protection Regulations May 2018 May 2018 saw the Data Protection Act (DPA) being replaced by the EU's General Data Protection Regulation (GDPR), a framework with greater scope and much tougher punishments for those who fail to comply with new rules around the storage and handling of personal data.

While this new framework comes into place as the UK enters the process of uncoupling from the EU, the Great Repeal Act means it is likely to be converted into British law.

### Purpose

Welcome Skills Limited takes seriously the need to respect the privacy of personal information.

Every employee is required to comply with the General Data Protection Regulations May 2018 and with this policy document. All employees should also be aware that the unauthorised release of personal data will be treated by the company as misconduct and will result in formal action being initiated through the Company's disciplinary procedures.

The General Data Protection Regulations May 2018 requires Welcome Skills Limited to notify the Information Commissioner of the purposes for which 'personal data' is 'processed' by the Company. The Company is required to adhere to the principles of data protection and to permit individuals to access their own personal data held by the Company (via a Subject Access Request) in accordance with the terms of the Act and Regulations.

### Statement of Policy

Welcome Skills Limited must

Collect and use certain types of personal information about people with whom it works. These may include employees, employers, learners, suppliers and customers.

In addition, it may occasionally be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled and dealt with properly, irrespective of how it is collected, recorded, used and disposed of, whether it be on paper, in computer records, or recorded by any other means, and there are safeguards within the Act to ensure this.

We regard the lawful and correct treatment of personal information as critical to its successful operations and to maintaining confidence between the Company and our customers.

To maintain our reputation and integrity as an open and professional organisation we need to be fully compliant with this legislation.

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Welcome Skills Limited fully endorses and adheres to the Principles of Data Protection as set out in the General Data Protection Regulations May 2018.

## General Principles

All staff will follow the General Principles of the General Data Protection Regulations from May 2018. This means that all data will be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

The Data Manager will be responsible for, and be able to demonstrate, compliance with the principles.”

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## Compliance with Cyber Essentials Assessment

The CEO Kulsum Hussin, is responsible for giving out administrator passwords and usernames.

When someone leaves the company for internal all usernames and passwords are deleted from their emails, and the central server. All passwords are changed. They will also be deleted for the Management Information System, PICS.

When someone leaves the company for external access the Funding and Data Manager who has supervisory rights on these systems will ensure that their rights are removed. This applies to all government websites including but not exclusive to: IDAMS, ESFA Contracts Management, ILR Uploads, ILR Management, Apprenticeship Management Systems, the Course Directory, and Learner Registration Service.

Welcome Skills will conduct essential updates to our software as and when they arise ensuring that no updates are done on autorun. They all have to be updated manually at the prompt.

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