

<b>Policy Name</b>	Information & Data Management Policy
<b>Policy Code</b>	ETP 8.1
<b>Policy Author</b>	Head of Training & Quality
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<b>Expected Revision Date</b>	+2 Years

## 8.1 Information and Data Management Policy

### 8.1.1 Policy Statement

Elevation Training understands the importance of collecting and monitoring relevant information to develop reports and determine the success or failure of objectives. By collecting and monitoring data, in line with its scope, mission statement and strategy, Elevation Training acquires the most valuable evidence of performance possible.

The system within which this information is stored is securely encrypted and accessible only by authorised personnel. The information is used to create reports, which are reviewed by the Academic Board to monitor the quality of the service being provided and to give rise to suggestions for any improvements possible.

Information gathered is in line with current strategic plans to gauge effectiveness and success of implementation. The collation and review of this information informs assessments pertaining to the Key Performance Indicators, objectives and strategic plans for future years. All information is stored and destroyed in line with GDPR legislation. (See s Policy ([ETP 8.2](#))).

### 8.1.2 Scope

This policy applies to all information and data obtained and held by Elevation Training and to all staff members involved in its security and interpretation for use.

### 8.1.3 Who is responsible

The Training and Learning Coordinator is responsible for updating and managing learner and stakeholder information.

The Programme and Compliance Manager is responsible for monitoring and reporting on this information.

<b>Working Documents</b>
Data Protection Policy ( <a href="#">ETP 8.2</a> )
Records Maintenance and Retention Procedure ( <a href="#">ETPR 9.1</a> )