

L E W I S
SECRETARIAL AND COMPUTER
C O L L E G E



Student Identification and Personal Information Policy

January 2016

*Tutor led
home study
– the easy
way to learn*

01803 520304

www.lewiscollege.co.uk

office@lewiscollege.co.uk

4 Palace Avenue
PAIGNTON
Devon
TQ3 3HA

Scope

This policy covers all students however sections 4 and 5 only apply to students who wish to submit assessed work or enter examinations for awarding bodies such as (but not limited to) OCR and AMSPAR / City and Guilds.

1. Background

Accredited qualifications such as those from OCR are highly respected and recognised by employers and as such are a valuable addition to your CV. You will have worked hard to get to the point of submitting your assessments and/or sitting your exams and we want to do all we can to ensure that you achieve your goals and earn your certificates and diplomas. One of the key criteria for the award of your qualifications is that the work you submit is your own. As such this policy document sets out some basic guidelines to help you ensure that we can identify you as an individual student and therefore link your work to you. There are several other reasons why we need personal information and to be able to identify you:

- i. To ensure that we can communicate with you in a timely and efficient manner.
- ii. To ensure that we are sending out your certificates to the correct person at the correct address.
- iii. To ensure that course material such as text books that we need to send by post get to you.
- iv. To identify and protect against fraudulent activity by third parties.
- v. To meet the requirements of awarding bodies such as OCR.

2. Data Protection

- i. We take data protection very seriously and are registered with the ICO (Information Commissioner's Office) as required by the Data Protection Act 1998. We are fully compliant with the requirements of The Act.
- ii. We will never share your data with any third party unless this is necessary for the administration of your course and qualifications. Under no circumstances will we pass on your data for the purposes of marketing.
 - a. Two examples of where we do pass data to a third party are (1) providing your name and date of birth to OCR when we register you for your qualifications and (2) giving your name and email address to OCR accredited exam centres when helping to arrange your exams.

You can find out more about the Data Protection Act and the ICO at www.ico.org.uk.

3. Identification Documents Required

- 3.1. We collect some information via your application form. It is vital that this is filled in correctly and that you advise us of any changes such as a new address, name change (for example if you get married) or new phone number.
- 3.2. As part of the preparation for your assessments and exams we will ask you to provide two pieces of documentation as proof of identification as follows:
 - a) Photographic I.D. such as a passport, driving licence or employers ID card. This must show your full name as recorded on your application form and a clear "passport style" photograph of yourself. We do not require original documents, just a copy.
 - b) Correspondence showing your full name which must match that shown on the document at (a) above and your postal address as it appears on your application form. Examples of suitable documents include bank statements, utility bills (such as a mobile phone bill), council tax bills or other formal correspondence from banks, utility suppliers or educational establishments. Again, we do not require original documents, just a copy.

PLEASE NOTE: We require two items, one of type (a) above and one from type (b).

4. Sending us the required documentation

- 4.1. The required documentation must be scanned and then sent to us as email attachments.
- 4.2. These must be sent from either the email address on your application form or your regular "student email" if you have set one of these up.

5. Changes to your Personal Information

- 5.1. Please ensure that you inform us immediately of any changes to your personal information such as your Name (for example if you get married), Address, Phone Number or Email address.

6. Data Storage and Retention

- 6.1. We keep your data stored electronically and will only maintain a "paper" record in exceptional circumstances. Our electronic data storage is on our internal networks with no external access points.
- 6.2. All our staff are trained on the importance of maintaining data security and staff are only given access to the minimum amount of student data required for their role.
 - 6.2.1. We keep some of your data on file after you have completed your course so that we have it available in the event that we need to access it after your course has finished for example if you wish to enrol on a further course or need duplicate certificates.
- 6.3. The data we keep on file for these purposes is limited to that which you provided on your original application form (amended for any changes that you have notified us of).

- 6.4. The electronic document copies provided by you at section 4.2 above are destroyed by us when we close your course.
7. Related Documents
 - 7.1. Lewis Secretarial College Authentication and Plagiarism Guidelines and Policy.

POLICY ENDS.