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Applicability:	This Operating Policy is applicable across all Apprenticeship delivery.
Summary:	This Operating Policy details the controls required for the management of documents and records that form part of One Housing compliance and quality procedure.

DOCUMENT CONTROL

Version history			
Version	Date	Reason for release/version update	Issued by
ISSUE V1	01/09/2018	Document Creation	Cheyenne Vessey
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Job Role	Name	Date approved
Group Head of One Academy	Marc Molloy	01/09/2018

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1 INTRODUCTION

One Academy recognises the importance in the proper handling of data. Data should be handled in line with the relevant data protection legislation. This includes the General Data Protection Regulation 2016/697 (GDPR) and UK Data Protection Act (DPA) 2018. The purpose of this legislation is to ensure that personal data is not processed without the knowledge of the individual concerned, and in accordance with the most appropriate lawful basis for processing data. *Please see One Housing Data Protection Policy for full details.*

2 STORING & RETREIVING DATA

One Academy stores data in a secured location on 'SharePoint' and any hard copies of personal details are stored in a secured filing system. One Academy request learner's personal details via the platform 'Doc-u-sign' for enrolment, this is a secured platform that provide full encryption to ensure privacy of data. Once received CT will save the document in the secured shared location on 'SharePoint' so the necessary authorised staff can view. Learners details are kept for the length of their programme + 12 weeks.

3 DEFINITIONS

Document Definitions	
Term	Definition
CT	Compliance Team

4 ASSOCIATED DOCUMENTS

Document title	Reference
OHG Data Protection	