

## 2<sup>nd</sup> Chance First Aid Candidate Record Keeping Policy



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## 1. Introduction

1.1 **2nd Chance First Aid** has completed and signed undertaking documents outlining agreed commitments in accordance with **ITC First** published procedures. This enables **2nd Chance First Aid** to deliver approved **ITC First** qualifications, use assessment and verification documents.

1.2 As part of regulated procedures candidate data is utilised by **2nd Chance First Aid** for legitimate administrative purposes and, by **ITC First** and the regulators upon request.

1.3 The aim of this policy is to ensure that **2nd Chance First Aid** retains sufficient assessment and verification records to allow for the review of assessment over time.

1.4 For first aid qualifications all assessment evidence is moderated and evaluated by **ITC First**.

## 2. Candidate Registration

2.1 **2nd Chance First Aid** collects data from its candidates in accordance with defined **ITC First** and supplied documentation.

2.2 Candidate details collected:

- a) Hard copy physical registration documents for each candidate are **required** to be forwarded to **ITC First** by **2nd Chance First Aid** and are kept for 5 years centrally by **ITC First**.
- b) Digital information is forwarded to **ITC First** via secure website and email or signed for royal mail posting by **2nd Chance First Aid**. This data relates to qualifications, the candidates enrolled and their achievement. This is stored by **2nd Chance First Aid/ITC First** according to the requirements of General Data Protection Regulation.

Registration Data	Data Use
a) Prefix	a) Certificate
b) First Name	b) Certificate
c) Family Name	c) Certificate
d) Date of Birth	d) Equality monitoring + Regulatory
e) Gender	e) Equality monitoring + Regulatory
f) Ethnicity (Groups based on 2001 Census)	f) Equality monitoring + Regulatory
g) Postal Address	g) Certificate posting
h) Postcode	h) Certificate posting
i) Email Address	i) Evaluation authentication
j) Telephone	j) Contact + authentication
k) Mobile	k) Contact + authentication
l) Special Needs & Reasonable Adjustment Request	l) Assessment reasonable adjustments
m) ULN consent	m) Regulatory
n) ULN	n) Regulatory
o) Undertaking Signature	o) Authenticity + certification replacement

### 3. Candidate Assessment

3.1 **2<sup>nd</sup> Chance First Aid** collects data from its candidates in accordance with defined **ITC First** criteria and supplied documentation.

3.2 **2<sup>nd</sup> Chance First Aid** sends all physical assessment evidence it has collected to **ITC First**, detailing:

a) b) c) d)

3.3

**2<sup>nd</sup> Chance First Aid** retains any internal verification records and activity for its assessors and candidates. These are maintained according to agreed internal verification plan and made available to ITC and regulators upon request. This evidence is stored on the secure **ITC First** Web Office database after uploading by this Centre.

### 4. 2<sup>nd</sup> Chance First Aid Staff/Employees

This Centre collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. This Centre will treat this data in accordance with data protection principles.

### 5. Summary of Record Retention for 2<sup>nd</sup> Chance First Aid

5.1 This Centre collects and forwards to **ITC First** the registration, assessment, verification and evaluation evidence from candidates, assessors and qualifications for analysis to inform compliance with current equality legislation and future development.

5.2 This Centre forwards a scanned copy of physical evidence to **ITC First** who will archive it for a minimum of 5 years in line with regulatory and internal requirements.

5.3 This Centre, as agreed with **ITC First**, retains copies of qualification assessment decisions, course register and examination documents for a period of 5 years. These documents are available for inspection by the awarding organisation and/or external regulator, as requested.

5.4 If candidates request exemption or recognition of prior learning, credit transfer or a ULN then this Centre will contact **ITC First** for advice, who will either perform these functions with the collected candidate data or inform **2<sup>nd</sup> Chance First Aid** how to do this function.

5.5 This Centre has agreed to utilise Centre staff and employee data as required for the legitimate administration of the Centre, ensuring it is stored securely and only retained for as long as required.

### 6. Rational for 5-year archive undertaking (first aid qualifications)

6.1 **ITC First** qualifications are for life but the license to practice is only for 3 years. Thus, if the first aid qualification is required as a unit for a larger qualification, the larger qualification will remain valid. If the qualification is required, then it must be re-validated by attending another first aid qualification training course.